

Intent to Vacate - Security Deposit Request

Instructions:

- 1.) Complete and return this form to your local Housing Office 30 days prior to vacating the apartment.
- 2.) Fully complete the cleaning checklist (Located in the laundry rooms, outside the office or online).
- 3.) At move-out, return the apartment key/s in the office or local drop box and be ready for inspection.

NOTICE TO ALL:

- Units must be completely empty and fully cleaned by April 30th 2020 Thursday @ Noon 12:00PM.
- No appointments after this time.
- After April 30th @ noon, double the daily rent rate per day penalty is charged to your account.
- DEPOSITS CAN TAKE UP TO 30 DAYS TO RETURN ONCE THE MOVE-OUT PROCESS IS COMPLETE

Club Commons and **Campground** residents please report to your local Housing Office with the apartment key at your scheduled appointment time. **All Other Properties** a Housing Office representative will meet you at the apartment at your scheduled appointment time.

Property: AABC Annex Campground Club Commons 1 Club Commons 2 Divide
 Heatherbed Holiday- House Keator Grove Snow Eagle Sopris View Thunder River Lodge
 Other: _____

Apartment #: _____ **Bedroom:** _____

Move-out appointment date: _____ / _____ / _____ **(No weekend appointments)**
Month Day Year

Appointment time: _____ : _____ AM/PM **(Between 8:00AM and 4:30PM Weekdays only)**

Make check payable to: (Print Legibly) _____

Checks are ONLY made payable to the leaseholder

Deposit return: (Select one option)

Option #1 **(Free)** - Call or email me for pickup

Phone # (____) _____ - _____ e-mail _____

Option #2 **(Free)** **(Please write legibly)**

Mail to my U.S. address:

Street _____

City _____

State _____ Zip _____

Mail to my International address

Street _____

City _____

State _____ Zip _____

Option #3 **(\$20 Fee)** – Deposit into Checking Account **(Bank account name must match the name on the check)**

Alpine Chase Wells Vectra 1st Bank U.S. Bank

Account #: _____

Name/s (Print) _____ **Apartment #** _____

Signature/s _____ **Date** ____/____/____