

Security Deposit Refund Form

In order to ensure that BCR Property Management can process your security deposit refund efficiently, please complete this form in its entirety and return it to BCR Property Management within five (5) days. If you have any questions, please call the office for assistance. ***If you do not return this form, your security deposit refund will be distributed evenly to each lessee and mailed to your last known address.***

I am moving out of: _____
(enter address of your rental unit)

There are three choices for processing your security deposit refund. Choose **one** of the following three options:

1. Please write individual checks made payable to each lessee with the refund amount divided evenly. Mail to the addresses listed below:

Name: _____
Address: _____
Name: _____
Address: _____
Name: _____
Address: _____
Name: _____
Address: _____
Name: _____
Address: _____

2. Please write one check to the lessee listed below for the total amount of the security deposit refund, and mail the check to the address below. ****NOTE:** If you choose this option, **all** lessees will be required to sign this form.

Name: _____
Address: _____

3. Please write **one** check made payable to all lessees and mail it to the following address:
****NOTE:** This option will require **all** lessees to endorse one check before the check can be cashed or deposited.

Name: _____
Address: _____

Signature/Date

Signature/Date

Signature/Date

Signature/Date

Signature/Date