



**Security Deposit Return Form**

**PLEASE COMPLETE AND RETURN TO ANNAPOLIS PROPERTY SERVICES**

Your security deposit will be returned via mail together with an explanation of any withholdings within 45 days of the lease end date.

Any outstanding utility bills and your final prorated water bill will be withheld from your deposit.

Your refund check together with any withholdings will be mailed to the address you note below, if no address is provided, the check will be mailed to the last known address (the leased property).

Security deposits are returned via one check and unless noted differently below the check will be made out to all leaseholders.

Please note that this will generally require that either all named parties are present or have a joint account to deposit the check. If you prefer to have the refund check made to only one leaseholder, provide their name and forwarding address below. Sign and leave this document on the kitchen counter top at the property.

Name for Deposit Return check to be made out to:

\_\_\_\_\_

Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenants:

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

Please note that any Security Deposit check reissue requests will be subject to a bank stop payment and reissue fee of \$45.