



(Office Use Only)  
 Move-Out Inspection  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**INTENT TO VACATE  
 SECURITY DEPOSIT REQUEST**

Name: \_\_\_\_\_ (if payable to someone else, add their name)  
 Apartment: \_\_\_\_\_  
 Requested Move-Out Appointment Time: \_\_\_\_\_ (8:15AM - 4:30PM M-F Only)  
 "Actual" Move-Out Date & Time: \_\_\_\_\_

**THE LAST MOVE-OUT APPOINTMENT IS: Apr 30<sup>th</sup> 2019 (Tuesday) @ Noon 12:00PM**  
**"No weekend appointments"**

**Instructions:** Come to the Housing Office at your scheduled move-out time if you live at Club Commons, we do "NOT" meet residents at their rooms. All other properties, we will meet you. If you move-out on a weekend, then schedule your appointment for the Friday before. You can use your local rent drop box for key drop-off at night and on the weekends.

**Cleaning:** You are responsible for "deep cleaning" your entire apartment and returning your key during move-out inspection. Please be ready for inspections and ask Housing for a "cleaning check-list" to help ensure a full deposit return.

**Deposits:** Can take up to 30 days to process and are returned once you've vacated. Please select one of the four options for deposit return. If you are a **J1 Visa**, or leaving the country options #3 & #4 are best. Note: Option #4 requirements must be met for approval (See Below).

**DEPOSIT RETURN: Please check one**

- Option #1 (Free) Contact me for Pickup
- Option #2 (Free) Mail my deposit to a U.S. Mailing address (U.S. Postal Mail ONLY)
- Option #3 (\$15) Bank Deposit (name and account information must match) – **ASPEN BANKS ONLY**
- Option #4 (\$25) Rush Check (I.T.V. form must be received & approved by Housing 3 weeks PRIOR to vacating)

**Option #1:**

Phone# \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**Option #3:**

Bank Name (circle one)  
 Alpine/Wells Fargo/1<sup>st</sup> Bank/Vectra/US Bank/Chase  
 Account # \_\_\_\_\_

**Option #2:**

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Option #4: (Office Use Only):**

Received: \_\_\_/\_\_\_/\_\_\_ Approved \_\_\_/\_\_\_/\_\_\_

\$0.00 balance

No check for last month

Pre-cleaning & keys

No sublettor