

# MountainView

## Request for Security Deposit Refund

**\*\*ALL INFORMATION MUST BE PROVIDED -Please print so that it is readable. If the accounting office cannot read your mailing address you will not receive your refund\*\***

Name \_\_\_\_\_  
Last Name First Name M.I.

Email Address: \_\_\_\_\_

Where do we send the check (assuming you are to receive one)?  
NOT THE MOUNTAINVIEW ADDRESS

YOUR NEW Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### SECURITY DEPOSIT REFUNDS

Residents must submit this form to refund the security deposit when they move out of the MountainView Student Residence at the end of the contract term and if they are not planning on returning. Residents indicate in this request the address they would like the security deposit mailed. The manager will send the housing security deposit refund requests to the Business Office after keys have been returned and all damages have been assessed. The Business Office will process refunds. Refunds will either be credited to the resident's account balance or the resident will be mailed a check for the amount of refund. It is the responsibility of the resident to properly check out of the facility. This normally takes 30 days after you vacate your apartment.

**If eligible, I am requesting that my Security Deposit be refunded.**

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### INTERNAL USE ONLY

Initial Deposit	\$ _____
Minus Processing Fees (\$50)	-\$ _____
Damage Deposit on file:	\$ _____
Cleaning Fee (\$50 standard fee/\$70 if major cleaning needed):	\$ _____
Mailbox key (\$15 if not returned):	\$ _____
Deduction for past due rent/charges	\$ _____
Deduction: _____	\$ _____
Deduction: _____	\$ _____

**Total Refund** \$ \_\_\_\_\_

Ray- Move \_\_\_\_\_

Refund \_\_\_\_\_