

## RESIDENT INSTRUCTIONS FOR RETURN OF SECURITY DEPOSIT

This document is part of the Rental/Lease Agreement made between Everett Apartments (the lessor) and \_\_\_\_\_, (the Lessee[s]) at \_\_\_\_\_ Chico, CA 959 \_\_\_\_\_ do hereby request:

**\*\*\*Please check the box next to the answer that best applies\*\*\***

**YES** I wish to:       **NO** I do not wish to:

go green and save a tree, time and paper work by waiving my right to receive receipts, invoices, bills, or a vendor price list for deductions taken out of my security deposit. **If I waive my rights, I may request copies of receipts, invoices, bills, or a vendor price list at a later time.**

**YES** I wish to:       **NO** I do not wish to:

have my carpets cleaned by Everett Apartments at the time I vacate the premises. If I chose No, I will provide the receipt from the professional, steam extraction, carpet cleaning service to Everett Apartments. Everett Apartments reserves the right to have the carpets cleaned again at the resident(s)' expense if carpets do not meet Everett Apartments standards of cleanliness.

**YES** I wish to       **NO** I do not wish to:

have Everett Apartments split the returned security deposit check between the residents on the lease. If NO is checked, the resident(s) will be sent one check made out to all residents on the lease. If YES is checked, unless otherwise noted below, Everett Apartments will split the check equally between all residents on the lease.

**Please read the following paragraph and check the box when you are done.**

I understand that it is my responsibility to supply Everett Apartments with a forwarding address at the time of my move out. If a forwarding address is not provided to Everett Apartments at the time I vacate the premises, the security deposit disbursement will be sent to my last known address, which will be the address of the Everett Apartments dwelling that I just vacated.

I understand that if any items are left in my apartment they will be disposed of and I will be charged for the items to be removed and disposed.

**Make check out to:**

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

**Mail check to:**

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

All undersigned do hereby affirm that they have read and agreed to all checked items above.

\_\_\_\_\_  
(Resident Signature) (Date)

\_\_\_\_\_  
(Resident Signature) (Date)

\_\_\_\_\_  
(Resident Signature) (Date)

\_\_\_\_\_  
(Resident Signature) (Date)