

# Greenwich Association, Inc.

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## Condo Security Deposit Return Request Form

To be completed by the unit owner or tenant upon move-out.

### Unit Information

Unit Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

### Move-Out Details

Move-Out Date: \_\_\_\_\_

Forwarding Address for Refund:

\_\_\_\_\_

\_\_\_\_\_

### Deposit Information

Amount of Security Deposit Paid: \$\_\_\_\_\_

Date Deposit Was Paid: \_\_\_\_\_

### Refund Request

I am requesting the return of the full security deposit.

I am requesting the return of \$\_\_\_\_\_

### Signature & Acknowledgment

I certify that I have vacated the unit and returned all keys, access cards, and parking devices. I understand that the return of the deposit is subject to final inspection and any deductions for damages or outstanding balances.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed form to the Management Office or email it to [your email address].