

# *Charleston Commons HOA*

c/o Vesta Property Services  
7000 W Atlantic Ave, Suite 200  
Delray Beach FL 33446  
Phone: (561) 245-4444 Fax: (561) 245-4447

## HOA Security Deposit Reimbursement Request

Charleston Common Address: \_\_\_\_\_

This form serves as authorization by the owner (landlord) of the above address to release funds (security deposit) to former tenant, named below, upon vacating the unit. Completion of this form will release the tenant of all liabilities for property damage to common areas covered by the Association after the move out date provided below. Reimbursement of funds can take up to **30 days** to process. Proof of payment may be required to process reimbursement.

Move out date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check Payable to (former tenant): \_\_\_\_\_

Current Address (where check is to be mailed to):

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

Amount to be reimbursed: \$ \_\_\_\_\_

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

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

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