

Charleston Commons HOA

c/o Vesta Property Services
751 Park of Commerce Dr. Suite 118
Boca Raton, FL 33487
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: _____