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**SECURITY DEPOSIT/ESCROW RELEASE
NEW ADDRESS FORM**

DATE: _____ UNIT: _____

SECURITY DEPOSIT REFUND: Please review your lease. Your security deposit will be returned according to the terms of your lease. Interest earned on the Security Deposit will be included with your refund per City of Boulder guidelines. Note: According to the terms of your lease, only one check can be written for the Security Deposit refund. Should you ask for individual refund checks, a fee of \$30 per check requested will be subtracted from each person's Security Deposit on hand.

CHECK OUT PROCEDURE GUIDELINES: Unless you have arranged for an early check out 15 days before the end of lease, your unit must be ready for final inspection at 12 Noon on the last day of your lease at 12 Noon. All personal belongings must be removed prior to final inspection. Double check drawers, cabinets, closets, and refrigerators. Please, do not leave cigarette butts, bottles, furniture, or trash inside or outside the property. Please: do not leave property in the neighborhood or alleys. Review the Security Deposit Cleaning Tips and Check List.

ALL KEYS ISSUED TO YOU MUST BE RETURNED TO OUR OFFICE OR YOU CAN LEAVE THEM ON THE KITCHEN COUNTER. This form must be returned to us so we can return your refund in a timely manner. Cleaning tips and a check list are part of your lease and can be found on our website at www.fri-rentals.com. If your unit requires extraordinary cleaning that delays carpet cleaning, cleaning crews, or our new tenants from moving in, you will be held accountable for any resulting lost rents. Any damages or repairs required that are not deemed normal wear and tear will be subtracted from your Security Deposit according to the terms of your lease. If you and your roommates are unable to clean your apartment and you hire a cleaning crew, the cleaning crew must be done at least one hour before check out (check-out at date and time listed above).

Each person on the lease must provide a physical forwarding address, email, and phone number on this form. To avoid separate check fee, designate one (1) person to receive the final security deposit refund by putting an asterisk on that person's form. This person will then divide the refund with all tenants on the lease.

Forwarding Addresses:

New Phone/email Address
