

FORWARDING ADDRESS FORM

1. After all roommates have moved all possessions out of the apartment, one roommate fills out the Forwarding Address form below. The final account statement aka security deposit refund (if applicable) will be mailed to the address on this form. The check (if applicable) will be made out to all tenants on the lease.
2. You can fax the form to 352-376-6269.
3. Please mail the form with your keys attached to:

Trimark Properties
321 SW 13th Street
Gainesville, FL 32601

BY SUBMITTING KEYS AND FILLING OUT THE FORWARDING ADDRESS FORM I AM HEREBY RELINQUISHING POSSESSION OF MY UNIT AND AUTHORIZING TRIMARK PROPERTIES TO IMMEDIATELY DO A FINAL INSPECTION, ASSESS DAMAGES THAT WILL BE CHARGED AGAINST THE DEPOSIT, AND COMPLETE ALL WORK NECESSARY TO MAKE THE UNIT READY FOR RENT TO A NEW RESIDENT. I UNDERSTAND THAT ALL RENTAL PAYMENTS RELATED TO MY LEASE AGREEMENT ARE STILL PAYABLE UNTIL THE LEASE EXPIRATION DATE AND THAT ANY DAMAGES WILL NOT BE CHARGED AGAINST THE DEPOSIT AND THE DEPOSIT WILL NOT BE RETURNED UNTIL AFTER THE LEASE EXPIRATION DATE.

NAME: _____ SIGNATURE _____

APT AND RM: _____

DATE: _____

FWD ADDRESS: _____

FWD PHONE: (_____) _____

KEYS ENCLOSED:

_____ BEDROOM
_____ FRONT DOOR
_____ MAILBOX

OFFICE USE ONLY:

CHARGE FOR:

_____ BEDROOM
_____ FRONT DOOR
_____ MAILBOX KEY