



# OXFORD

RENTALS CO.  
35 EAST 16TH AVE.  
SUITE A  
COLUMBUS, OHIO 43201  
(614) 299-2897

## Security Deposit Return Form

In order to ensure a quick return of your security deposit, you must complete the following information. Your security deposit will be returned 30 days after the end of your lease. The security deposit is returned in one check, this check is to be disbursed among the roommates by the agreed upon representative. **There will be NO exceptions to the one check rule.**

In order to receive your deposit, please complete the information below and return it to our office by July 31st. All roommates on the original lease must sign below to show agreement on the elected person. Please be sure to include your current address and the address where the deposit check should be mailed in October.

Address of your apartment:

\_\_\_\_\_

Name of Representative  
For your apartment:

\_\_\_\_\_

Address where deposit should  
Be mailed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We, the tenants of the aforementioned  
Apartment, agree that the person listed to the  
left, is to receive the security deposit check  
for our apartment and is to disburse it among  
us.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Returning tenants please note the existence/non-existence of damages for roommates who are leaving your apartment and sign next to your disclosure. This is mandatory for tenants vacating a returning unit to have their deposit released by their roommates.

\_\_\_\_\_

\_\_\_\_\_