

# FORWARDING ADDRESS FORM

Address of apartment you are moving out of: \_\_\_\_\_

*Important: Please elect ONE person to receive the security deposit reconciliation and provide us with his/her forwarding address information below. If a forwarding address is not submitted, or if we receive more than one form, your refund will be sent to the apartment that has just been vacated. This may result in delay. We require a two-week waiting period if a stop payment is issued on a deposit refund.*

*Remember that your refund check is made payable to all parties on the lease. We cannot omit names for any reason. In order to cash or deposit the check, all parties must sign it. If someone in your household plans on leaving town or will be difficult to reach once the check is received, NOW is the time to complete a SECURITY DEPOSIT FORFEITURE FORM.*

*\*\*\*Please also note that this forwarding address information is solely for Wolfe and Associates, Property Services, and is not given to the US Postal Service. Please contact the USPS for individual Change of Address forms.*

Name		
Address		
City	State	ZIP
(     )	(     )	
Home #	Work #	

**WOLFE & ASSOCIATES, PROPERTY SERVICES**  
173 Chapel Street  
Santa Barbara, CA 93111  
Telephone (805) 964-6770 ♦ Facsimile (805) 964-8047