



PO Box 28257 • Chattanooga, TN 37424 • Bus (423) 208-9444 • FAX (888) 517-5420  
Corporate office: 7598 Nashville St, Ringgold, GA 30736  
[office@chattanoogaapm.com](mailto:office@chattanoogaapm.com) • [www.chattanoogaapm.com](http://www.chattanoogaapm.com)

## SECURITY DEPOSIT REFUND INSTRUCTIONS

Items NOT marked shall not be part of this Agreement

Security Deposit Refund Instruction form is hereby executed for specific Property referenced herein, pertaining to the Agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Chattanooga Property Management (Lessor) and \_\_\_\_\_ (Lessees).

PROPERTY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

### OPTION 1

\_\_\_\_\_ I/we want our security deposit refund direct deposited into my/our bank account  
In consideration of **\$5.00**, to be charged and paid from the security deposit funds presently held on my/our behalf, as subject to this agreement, I/we hereby authorize **Chattanooga Property Management**, hereinafter called COMPANY, to initiate a single credit entry to my/our bank account indicated below and the depository named below, hereinafter called BANK, to credit the same to such account.

This account is a \_\_\_\_\_ *checking* account OR \_\_\_\_\_ *savings* account (select one)

Bank Name: \_\_\_\_\_

Transit/ABA (Routing) #: \_\_\_\_\_ Account #: \_\_\_\_\_

Email address (for deposit notification): \_\_\_\_\_

This authority is in full force and effect until COMPANY has received written notification from me/us of its termination in such time and in such manner as to afford COMPANY and BANK reasonable opportunity to act on it. Refund will be processed within 30 days unless OPTION 2 is also selected below.

### OPTION 2

\_\_\_\_\_ I/we would like my/our security deposit refund processed within 5 business days.  
In consideration of **\$25.00**, to be charged and paid from the security deposit funds present held on my/our behalf, as subject to this agreement, I/we hereby instruct **Chattanooga Property Management**, hereinafter called COMPANY, to expedite the disposition of my/our security deposit refund, and submit funds to us by the end of the fifth business day following the move-out condition evaluation. A check will be mailed unless OPTION 1 is also selected above.

Forwarding Address: \_\_\_\_\_

**ALL** Lessees (as shown on referenced Lease Agreement) must sign this form, unless otherwise amended by prior agreement or addendum.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_