|  |  |  |  |
| --- | --- | --- | --- |
| Tenant Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of Leased Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  According to your lease agreement and Michigan law:   |  |  | | --- | --- | | Actual Move Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Lease End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |     **YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OUT OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE, YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.**   1. You may provide this form in person or by mail prior to lease expiration, upon lease expiration or within 4 days of moving out or, whichever occurs first.   - OR -   1. You may send an email to [delynngroup@gmail.com](mailto:delynngroup@gmail.com) prior to lease expiration or within 4 days of moving out or upon lease expiration, whichever occurs first. Please include the following: your first and last name, your residence address, and your forwarding address of where you can be reached upon lease expiration.   Upon receipt of your forwarding address provided in the above manner, you will receive a mailing regarding your security deposit within 30 days of the lease end date regardless if you vacate the unit prior to the lease expiration.  Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street Address or P.O. Box    City State Zip  Tenant Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tenant Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Office Use:** | |
| Date Received: / / by: | Forwarding address entered in system  Forwarding address scanned into lease file |



Tenant Forwarding Address

212 Heidi Court | Mount Pleasant, MI 48858

Phone: 989.303-9013 | Email: delynngroup@gmail.com