

The Berkeley Condominium Association Inc.

propertymanager@berkeleycondominium.org
10900 SW 104 Street, Miami, FL 33176 Office
Phone: (305) 596-7039

TENANT DEPOSIT REQUEST FORM

(1) TENANT INFORMATION:

Berkeley Unit Number: _____

Tenant Name/s: _____

Telephone Number(s): _____

E-Mail Address(es): _____

Moved out Date: _____

Lease Start Date: _____ Lease End Date: _____

Amount of Tenant Deposit Provided: _____

I (We) certify that I did not cause any damages to Berkeley’s elevators (yes/no): _____

If yes, explanation: _____

I (We) certify that I did not cause any damages to Berkeley’s common areas (yes/no): _____

If yes, explanation: _____

I (We) certify that I did not leave any abandoned furniture, nor littered (yes/no): _____

If yes, explanation: _____

(2) COPY OF DOCUMENTS REQUIRED:

Document of Evidence of Occupancy – Lease Agreement, Letter from Owner

Copy of Tenant Deposit Money Order

Copy of Driver Licenses of All Adults that Occupied This Unit at Berkeley and Now Moved Out.

(3) INDICATE BELOW HOW YOU WOULD LIKE TO RECEIVE YOUR REFUND:

A. RECEIVE CHECK BY MAIL. INDICATE DELIVERY NAME AND ADDRESS BELOW: (7 days)

B. DIRECT DEPOSIT: (1-3 business days)

ROUTING# _____ ACCT# _____

Signature

Date