

Real Estate Management and Investment

522 1/2 S. BURDICK ST.  
KALAMAZOO, MI 49007

**SECURITY DEPOSIT PAYEE DESIGNATION**

**This letter applies only to multi-tenant units.**

This letter is to clarify which tenant is to receive the security deposit refund check. Please choose one person who will receive payable to him or her, the entire security deposit refund. We will only make one check payable to the tenant of your choice. However, all tenants must agree on who this will be. This designated person will be responsible for distributing the refund to the remaining tenants per terms agreed upon amongst you. If the group cannot agree on a single person to receive the refund check, or we do not receive this form back, signed by all parties, we will issue one multi-party check made payable to all tenants on the lease and mail it to the tenant who appears first on the lease. This check will have to be endorsed by all in order to be cashed, so it is important for the group to designate one recipient. Remember that the amount of the refund will be less any damages assessed, and rent or other charges outstanding. If your group has not submitted forwarding addresses please do so immediately, in writing to our office. Please print your names and sign below where indicated and return to our office immediately

We, the tenants of (Please Print) \_\_\_\_\_

Hereby designate (Please Print) \_\_\_\_\_

As the person we wish named as payee on the security deposit refund check, if any, from Troff & Denning, Inc.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Signature