

# FORWARDING ADDRESS

MOVE-OUT ADDRESS:

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KEY PERSON'S NAME:

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FORWARDING ADDRESS:

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\*This form should be completed by the Key Person. The address provided on this form will be used to forward the security deposit reconciliation and refund. You may return the form to our office, email it to us at [info@meridiangrouprem.com](mailto:info@meridiangrouprem.com), or leave it in the unit for the inspector to collect on move-out day.

## MERIDIAN GROUP

Real Estate Management, Inc.

5290 Overpass Road, Bldg. D, Santa Barbara, CA 93111

P. (805) 692.2500 | F. (805) 692.5020 | [info@meridiangrouprem.com](mailto:info@meridiangrouprem.com) | [www.meridiangrouprem.com](http://www.meridiangrouprem.com)

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## ...FRIENDLY REMINDER...



Do not forget to return your Meridian Group Parking Permit and keys at move out. There is a **\$50.00** charge for any parking permits not returned. Additionally, be sure to return all the keys to your unit. If there are any keys not returned, you will also be charged for the cost of re-keying your unit. This cost is approximately \$100.00. This includes but is not limited to the front door, laundry room and mail keys. Your keys and parking permit must be turned in at the time of your move out to avoid these charges.

Thank you!