

Security Deposit Refund Form

To help us process your security deposit refund, please fill out the form below. Please return the form to the Buildings and Grounds or Housing and Events office. Please contact the Buildings and Grounds Office at 847-866-3994 or Cheryl.larsen@garrett.edu if you have any questions.

Thank you,
Cheryl
Buildings and Grounds

General Information

Name _____

Student ID# _____

Move-out Date _____

Address of apartment or residence hall you are moving out of

Please choose the way you would like to receive your deposit and fill in the requested information.

1. If you would like to receive your refund by check, please provide a valid United States address below:

Address _____

City _____ State _____ Zip code _____

2. If you would like the deposit returned to your student account, please check here _____
3. If you paid with a credit card and would like the payment to be reapplied to the same card used, *please see additional attachment (Credit card form)*.
4. Please list any maintenance issues in your apartment/ residence hall room that needs attention

