



GETTING YOUR DEPOSIT CHECK IF YOU HAVE A FOREIGN ADDRESS

If you are moving to a foreign country and may have difficulty cashing your refund check, the Housing Cashiers can prepare you security deposit refund check in advance of your vacate date. The check will be held at the Housing Cashiers Office until you check out of your apartment. At that time, you can go to the Housing Cashiers Office and pick up your check.

To have your check prepared in advance of your vacate date you must meet the following requirements:

1. The Housing Cashiers Office must receive you Intent to Vacate Form 30 days before your vacate date.
2. You must be leaving the country and the forwarding address on the Intent to Vacate Form must be a foreign address.
3. Your housing account balance must be clear when you turn in your Intent to Vacate Form.
4. Upon vacating, you must bring your Notification of Charges to the Housing Cashiers Office. You must pay all outstanding charges by cash, cashiers check, or money order.
5. You must **SIGN THE “REFUND POLICY FOR FOREIGN ADDRESSES” FORM AND TAKE IT TO THE HOUSING CASHEIRS OFFICE OR THE VILLAGE OFFICE 30 day before your vacate date.** This is available at the Village Office.

