

BIRCH RUN TOWNSHIP DEPOSIT FORM

Owner Name:

Date:

Owner Address:

Address of Renter:

Account #:

Renter Address:

RTS Deposit: \$

Water Deposit: \$

Sewer Deposit: \$

Other Deposit: \$

_____ Sent copy to renter

_____ Sent copy to Owner

_____ Copy of Lease agreement attached

Property owner who's renters are vacating the lease premises shall notify the Township and have a final reading taken and a final bill calculated at the time of vacating. The amount of the final bill shall be paid by the tenant or subtracted from the deposit amount. If the final bill is less than the deposit, a refund check will be issued to the property owner. If the final bill is more than the deposit, the deposit will be subtracted and a bill sent for the remainder will be sent to the tenant customer.

The property owner will remain responsible for all water and Sewer charges. No acceptions

Signature of Owner:

Date:

Printed Name: