



SECURITY DEPOSIT REFUND FORM

Please fill out the following information and fax it to (212) 683-8109 or email to Ann Ligon at annligon@hakimian.com. We will retrieve the funds from your security deposit account. The process takes about four (4) to six (6) weeks from the time we receive the move out report from your building superintendent. For tenants with roommate(s), we will issue only one check.

Please direct all follow-ups and questions via email to annligon@hakimian.com. Incomplete forms will **not** be processed.

1) Your Building and Suite No. _____

2) Payee Name (check should be made out to): _____

3) Forwarding address : _____

4) Names and Phone numbers of tenant(s)

5) Signatures of tenant(s)
