

## **Security Deposit Dispute Form**

Marquette Rental strives to ensure a fair disposition of the security deposit between the Landlord and Tenant based on all available information regarding the condition of the property just prior to move-in, and after move-out. Marquette Rentals is an agent for the Landlord/Owner. We are NOT the property owner and DO NOT make decisions on security returns. These decisions are made by the owner of the property.

The purpose of this final review is to ensure you have the opportunity to provide additional information/documentation when you are not satisfied with your security deposit disposition. Once this form is submitted in its entirety, the Landlord/Owner of the property will objectively review all information/documentation, including your comments, solicit any additional information, and/or seek required approvals in making any appropriate adjustments. The process will follow the following steps:

1. Submission of the Request for Final Review of Security Deposit (by you-outgoing tenant) within 7 calendar days of receipt of security deposit itemization.
2. The owner will re-assess the findings based on all available information to include all evidence you/tenant can present.
3. Within 14 calendar days of the submission date, you/tenant will be notified via e-mail of the findings along with any adjustments or explanations.
4. If there are any adjustments to the deposit based on the findings you/tenant will receive a Mutual Release Form (to be signed within 7 calendar days decision) and then either a check or possibly an invoice for additional amounts owed.

If you would like to have a review conducted by the owner of the property, complete the following information in as much detail as possible to include any photographs or video evidence you can provide.

**\*\*\*Marquette Rentals is an agent for the Landlord and not the property owner. We do not make decisions on security returns\*\*\***

Today's Date: \_\_\_\_\_ Move out Date: \_\_\_\_\_

Name of ALL Tenants on Lease: \_\_\_\_\_

Property Address & Unit #: \_\_\_\_\_

**Security Deposit Dispute Form**

Current E-Mail Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

In the space below, state exactly what you are disputing regarding the return of your security deposit along with your evidence, and your suggested resolution. Be specific and provide any and all documentation that will support your claim. Examples may be an inventory and condition form, original photographs, or any other documents.

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**Issues to Consider:**

**Evidence to Consider (Please scan/attached all photographs, or any other documents:**

**Suggested Resolution:**

By filling out and completing this form, you/tenant agree to allow the owner and Marquette Rentals to review the evidence and concerns presented in the timeline noted above.

*All questions or concerns can be sent to [info@MQRentals.com](mailto:info@MQRentals.com).*

Tenant Printed Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_