



The Pines of Springtree Condominium Association, Inc
SECURITY DEPOSIT REMITTANCE & REFUND

4502 Inverrary Boulevard, Lauderhill, FL 33319

PART 1: REMITTANCE

UNIT OWNERS MUST PLACE a Security deposit **for \$500.00** in Escrow with the Association.

This one-time security deposit is placed on hold when a unit owner wishes to rent their unit.

Made Payable to: The Pines of Springtree Condo Assn- In the form of a business check or Cashier's check. Please make sure to specify the unit number and verbiage "Security Deposit" on the face of the check. I.e. Memo: Unit A100 Security Deposit

Mail to: On Call Management, LLC
Attn: Applications Dept
4502 Inverrary Blvd Lauderhill, FL 33319

Please complete PART 1, the "Remittance" portion of the "**Security Deposit Remittance/Refund Form**" and **keep a copy of the security deposit payment cashed proof (image front and back) for future reference** when/should you (the unit owner) move out of the community and request your refund.

PART 2: REFUND

Please complete PART 2 on the "**Security Deposit Remittance/Refund Form**", part 2 is the "Refund" portion of the same form you originally completed for the "remittance" as instructed above. At this point in time you will need to include **proof of the deposit being submitted and cashed (image front and back)**. After the form is submitted a check will be processed. Before the check can be released, please make sure you are in compliance of the following inspection key points:

1. No running toilets, dripping faucets or showerheads
2. Smoke detectors are installed and functioning properly
3. At least 1 functioning fire extinguisher in the unit
4. No leaks or water around the a/c and water heater
5. Key to the unit to be retained by the Association

This inspection will be conducted by someone from the Association or Management. They will sign off that the safety check is completed and the check will be released. If there are any problems, the check will not be released until they are corrected.

Please submit "**Security Deposit Remittance/Refund Form**" via e-mail to: ap@oncallmgmt.com

PLEASE ALLOW UP TO 30 BUSINESS DAYS FOR THIS PROCESS TO BE COMPLETED.
THANK YOU FOR YOUR COOPERATION



The Pines of Springtree Condominium Association, Inc
SECURITY DEPOSIT REMITTANCE & REFUND

4502 Inverrary Boulevard, Lauderdale, FL 33319

OWNER NAME: _____ PROPERTY ADDRESS: _____

PHONE NUMBER: (____) _____ - _____ E-MAIL ADDRESS: _____@_____._____

TENANT NAME: _____ TENANT E-MAIL: _____@_____._____

LEASE BEGIN ____/____/20____ LEASE END: ____/____/20____ Monthly Rent Amount: \$____._____

PART 1: SECURITY DEPOSIT REMITTANCE SLIP

Date Remitted: ____/____/20____ Check# _____ *Total Deposit Amount: \$____._____

Delivered Via: Mail Office Drop Off Received by: _____ (Mgmt Print)

SIGNATURE OF OWNER: _____ PRINT NAME: _____

PART 2: SECURITY DEPOSIT REFUND SLIP

DATE OF REQUEST: ____/____/20____ MOVE OUT DAY: ____/____/20____ AMOUNT OF REFUND: \$____._____

Please Check Off: Verification of Initial Deposit Payment (Cashed Check Copy)

REFUND MADE PAYABLE TO: _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

SIGNATURE OF OWNER: _____ PRINT NAME: _____

FOR OFFICE USE ONLY

Check Off: Unit Key _____ Smoke Detectors _____ Fire Extinguisher _____ Toilet leaks _____ Water heater/ac leak _____

FINAL REFUND STATUS: APPROVED DENIED

REASON FOR DENIAL _____

IF DENIED: NEXT STEP FOR APPEAL: _____

TOTAL AMOUNT REFUNDED: \$____._____ CHECK# _____ REF: _____

REFUNDED BY: _____ DATE: ____/____/20____