

**Tenant Forwarding
Address Form**



Partlo Property Management, LLC
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Tenant Forwarding Address

As a tenant it is your responsibility to provide Partlo Property Management a forwarding address in writing.

(1) You may provide this form in person, by mail, or e-mail to PPM prior to lease expiration or within 4 days of moving out or upon lease expiration, whichever occurs first.

- OR -

(2) You may send an email to leasing@partloproperty.com prior to lease expiration or within 4 days of moving out or upon lease expiration, whichever occurs first. Please include the following: your first and last name, your residence address, and your forwarding address of where you can be reached upon lease expiration.

Upon receipt of your forwarding address provided in the above manner you will receive a mailing regarding your security deposit within 30 days of the lease end date regardless if you vacate the unit prior to the lease expiration.

According to your lease agreement and Michigan law:

YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

Tenant Name(s): _____

Address of Leased Property: _____

Forwarding Address: _____

Street Address or P.O. Box

City

State

Zip

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Actual Move Out Date: ____/____/____

Lease End Date: ____/____/____

BELOW TO BE COMPLETED BY PPM OFFICE STAFF ONLY:

Date Received: ____/____/____ by: _____

____ Forwarding address entered in system

____ Forwarding address scanned into lease file