**DEPOSIT REFUND FORM**

**Studio Agreement #:**

Tenancy Name:

Deposit Amount Paid: £ ‘ , How was this paid? ⃝c/card ⃝cheque ⃝bacs

**Please provide a scanned copy of the proof of deposit being paid showing the bank details.**

Who do you want us to contact

regarding the deposit refund?

Please provide contact details: mobile:

 e-mail:

If payment was made via credit card, would you like this card refunded? Yes / No (delete as appropriate)

If no, refund deposit to: Bank name:

 Account name:

 Account number:

 Sort Code:

**Please provide a scanned copy of a bank statement / cheque confirming the above bank details.**

This are required in terms of our money laundering requirements.

Please note that at the start and end of your tenancy gas and electric meter readings will be taken. Where your tenancy ends over a weekend, meter readings will be done on the Monday.

**To minimise the heating costs stage doors should not be left open unnecessarily.**

**Please ensure all heating and lights are turned off when you leave to avoid unnecessary costs being incurred.**

**Please send this completed form to: crhopkins@deloitte.co.uk or**

**Craig Hopkins, Deloitte LLP, Abbots House, Abbey Street, Reading, Berkshire, RG1 3BD**

**For Internal Use Only**

Deposit paid: £ Refund approved by:

Exit Invoice: £ Refund processed by:

Refund Amount: £ Date refunded: / / 20