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Request for Final Review of Security Deposit Disposition

SJA Property Management strives to ensure a fair distribution of the security deposit between the Landlord and Tenant based on all available information regarding the condition of the property just prior to the move-in and just after the moveout. We recognize that there may be situations where you have additional information that we initially did not take into account.

The purpose of this final review is to make sure that you have the opportunity to provide additional information when you are not satisfied with the rationale for the return or withholding of your security deposit funds. Once this form is submitted, our review committee will objectively review all information, including your comments, solicit any additional information and/or approval from the Landlord and make any appropriate adjustments. The process will follow the following steps:

1. You must submit this form within 10 days of receipt of security deposit disposition and provide your rebuttal supported by pictures, emails, receipts, and other documented information
2. SJA's review committee will re-assess your deposit disposition based on all available information including your account.
3. The committee respond to your request within 10 days from the date it received your review request.
4. If there are any adjustments to the deposit based on the findings you will receive a Mutual Release Form (to be signed within 10 days) and then either a check or possibly an invoice for additional amounts owed.

If you would like SJA Property Management to conduct this review, please complete the following information in as much detail as possible. SJA Property Management is the agent for the Landlord and acts as a middleman; we are not the Landlord. You can email the form to info@sjapm.com (attachment must be less than 3MB), or mail it to or drop it off at the address listed above.

Today's Date: _____ Date of Move-out: _____

Name of Tenants on Lease: _____

Property Address: _____

Current Address: _____

Current E-Mail: _____

In the space below or on a separate page, state exactly what you are disputing regarding the return of your security deposit, attach your evidence and your suggested resolution. Be specific and provide any documentation that helps make your point. Examples may be e-mails, pictures, or any other documents. The committee will need evidence in order to make any changes to the original disposition.