



700 Sherman Oaks Drive, Ludington, Michigan 49431
Office Phone: 231-845-0572 ♦ Fax: 231-845-5629
Property Manager: MaryLyn Leavitt (c) 233-1520

Forwarding Address Form

To: Sherman Oaks
From: _____ Apt # _____
Subject: Notification of Change of Address Due to Move-Out
Date: _____

My new address will be:

Tenant Signature

Date

Received by: (Representative of Sherman Oaks)

Date

As stated in the lease under Security Deposit, "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."

DATE RECEIVED AT OFFICE: _____