



SECURITY DEPOSIT RETURN

Milwaukee County has paid the security deposit on behalf of the tenant. When the tenant moves, the **case manager should discuss the return of the security deposit (to Milwaukee County)** with the landlord. The case manager should also evaluate the condition of the apartment.

Tenant Name _____ Address _____

TO BE COMPLETED BY CASE MANAGER AT THE TIME OF ANNUAL RECERTIFICATION (or anytime a tenant moves)

A. The current lease will be renewed. The tenant will not be moving (please sign at bottom of page).

If the tenant is vacating a unit, as stated above, the case manager must discuss return of the security deposit with the landlord and complete items 1, 2, 3, and 4 below.

B. The current lease will not be renewed. The tenant will be moving (complete items 1 through 4 below and sign).

C. The tenant is moving prior to lease expiration (complete items 1 through 4 below and sign).

1. Security Deposit (check appropriate box)

- I discussed return of the security deposit with the landlord and the landlord will return the deposit to Milwaukee County. **A check will be made payable to Milwaukee County and sent to My Home Housing Program.**
- I discussed the return of the security deposit with the landlord. The landlord will withhold funds and send proper notice to the County and tenant, in accordance with state law and the contract.

2. Dwelling Unit

My last visit to the dwelling unit was on _____

The condition of the dwelling unit was _____

3. Vacancy Loss/Damages

- The dwelling unit was damaged, and the landlord will be calling the My Home office for a damage inspection.
- The unit was not vacated in accordance with the lease and/or there is tenant rent due and for Vacancy Loss payment.

4. Repayment

In the event the landlord withholds security deposit or receives a vacancy loss or damages payment, it is my clinical recommendation that (check one):

- The client should be held accountable for repayment of some or all of the money paid out to the landlord. I will contact My Home office to make arrangements for the client to enter into a repayment agreement.
- The client has experienced clinical problems, which may have resulted in the damages to the property or in the rent loss. The client should not be required to repay any amount of money paid out to the landlord.

Case Manager _____ Signature _____ Date _____

Agency _____

