



**IF THIS FORM OR THE ACH INFORMATION IS NOT COMPLETED BY  
DECEMBER 1, 2024, YOUR DEPOSIT WILL BE FOREFEITED.**

**You have the option to receive a papercheck in the mail OR to have it dispersed directly to your account by ACH. If you want it via ACH, please see the next page for those instructions.  
If you want it mailed by papercheck, please complete and return this form to  
[Bettina@24DoorsPM.com](mailto:Bettina@24DoorsPM.com)**

Please send my closing statement and any security deposit refund to the following forwarding address:

Student Name: \_\_\_\_\_

TCU address just moved from: \_\_\_\_\_

Name of person receiving deposit funds: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**I want my check sent USPS Priority Mail with tracking. I understand there is  
\$15.00 fee for this which will be deducted from my deposit**

**YES NO**

If neither is checked, it will NOT be sent with tracking

- **Forwarding addresses received by June 1, 2024 will be mailed on June 18, 2024**
- **Forwarding addresses received AFTER June 1, 2024 will be mailed 30 days after the forwarding address is received.**
- **If an incorrect or illegible address is given, a new check issuance is \$50.00 and will take an additional 60 days for re-issuance.**

**DO NOT LEAVE THIS FORM IN YOUR HOUSE**

**BETTINA PFEIFFENBEGER | Residential Property Manager**

817.343.8873 | [bettina@24doorspm.com](mailto:bettina@24doorspm.com)

24doorspm.com | PO Box 100372 | Fort Worth, Texas 76185

24 Doors Property Management | HGC Asset Management, LP



## Receive your deposit electronically by ACH

1. Log into your portal.
2. Select Contact Us on the left side of the page.
3. Click on REQUEST NOTICE TO VACATE
4. Enter the move out date that is on your lease.
5. Enter "lease is up" for reason for leaving.
6. Enter your forwarding address.
7. Select how you would like to receive your funds and if by ACH, enter your correct banking information \*
8. Last and more importantly, click SUBMIT.

\*There is NO way to cancel or amend a payment once it has been sent electronically. Please double check that you have entered the information correctly to ensure delivery of your funds.

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