Receive your deposit electronically by ACH

This will take up to 7 business days to show in your account after the deposit has been sent

1. Log in to 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 the 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 most importantly, click SUBMIT.

*There is NO way to cancel a payment once it has been sent electronically. Please double-check that you have entered the information correctly

The Landlord has 30 days after the tenant(s) lease ends to account for the tenant's deposit

Please note – if you choose to have a 24 Doors account for your group's utilities, the accounting period may take up to 60 days after the lease ends to ensure the final bill is received, paid, and billed accordingly.

IF THIS INFORMATION IS NOT RECEIVED BY AUGUST 30, 2026 YOUR DEPOSIT WILL BE FORFEITED.

BETTINA PFEIFFENBEGER | **Residential Property Manager**
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24 Doors Property Management | HGC Asset Management, LP