STEP 6 - TELL US WHERE TO SEND YOUR SECURITY DEPOSIT
(IF APPLICABLE)

Tenant Name: _____

Tenant Name: _____

Address: _____

_____

Dear Tenant(s),

We are sorry to hear that you will not be renewing your lease at Peter Cooper Village/Stuyvesant Town and that you will be leaving our community. We hope that we have done everything possible to make your residence here all that you hoped it would be when you first moved in. Bearing that in mind, we hope you will be kind enough to complete the survey below and return it to the Move-Out Department, PCVST Leasing Office, 252 1st Avenue, New York, NY 10009. Your security deposit (less any damages) will be returned to you as soon as we inspect the apartment and process the release.

Please call our Accounting Department at 212-420-5000 (choose 1 for touch-tone service, choose option 4 for payment status and then choose sub-option 1 for payment status) with any questions regarding return of your security deposit.

Please be advised that the apartment must be vacated and the keys must be returned to this office as of the Vacate Date (please refer to Step 4 – Notice of Termination and Release form) . We thank you for your assistance in making the process operate smoothly and wish you the best of luck in your new home.

I am vacating my apartment because I am / we are:

- ❑ Purchasing a home/apartment
- ❑ Renting a home/apartment in the outer boroughs
- ❑ Renting another apartment in Manhattan
- ❑ Moving out of New York State
- ❑ Relocating for work
- ❑ Transferring to another apartment at PCV/ST

Please indicate your opinion regarding the following statements by circling the applicable response:

Rental price is competitive	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
Amount/quality of security makes me feel safe	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
Location is convenient	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
Service/maintenance is responsive and polite	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
Common areas are well maintained	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
Oval Amenities are valuable	AGREE	SOMEWHAT AGREE	DISAGREE	N/A
I would refer friends/family to PCVST	AGREE	SOMEWHAT AGREE	DISAGREE	N/A

Other comments (please explain and, if you need additional room, please attach an extra sheet)

_____

PLEASE FORWARD THE BALANCE OF MY SECURITY DEPOSIT TO:

Street Address	**City**	**State**	**Zip**