

Bond Claim Cover Sheet

Community Name: _____ Today's Date: _____

Contact Name: _____ Contact Phone: _____

Management Company: _____ Account #/Client ID: _____

Address to Remit Payment: _____

EASY WAYS TO SEND FILES

To ensure that claim placement can begin as quickly as possible, Deposit Choice must receive proper documentation.

**EMAIL TO** customerservice@depositchoice.com

RENTER INFORMATION

Resident Bond Number (if available): _____

Resident Name(s)	Apt #	Lease Dates	Date Vacated/Evicted	Bond Coverage

DEBT BREAKDOWN(\$)

Please indicate the distribution of the total outstanding balance.

Unpaid Rent/Misc Fees	Damages	TOTAL DUE

ATTACHED DOCUMENTS

Please submit the following documents:

1. Cover Sheet
2. Resident ledger, move-out statement, statement of deposit accounting, DISPO form, final billing statement showing the complete breakdown of debt owed (Rent, Fees, Damages)

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Deposit Choice will review the documents and place in claim status. If your reserve balance is sufficient for payment, the claim will be submitted to the surety for payment and payment will be sent onto your property. If the reserve balance is not sufficient, the claim will be placed in an on-hold status until the reserve is sufficient for payment. You will not need to resubmit as we monitor balances and will submit to the surety once the reserve balance is in sufficient for claim payment.