



ཕྱི་ལོ་ལྷན་ཁྲིམས་བཟོ་གོང་འཕེལ་ལས་འཛིན་ཆེད།

ཆུང་སྒྲིལ་འཛིན་སྐྱོང་སྡེ་ཆེན། འབྲུག། ཐིམ་ཕུག།

**NATIONAL HOUSING DEVELOPMENT CORPORATION LIMITED**

**REAL ESTATE MANAGEMENT DIVISION**

**THIMPHU : BHUTAN**



## Rental Security Deposit Refund Form

I, the tenant, would like to request National Housing Development Corporation Limited (NHDCL) for refund/release of my Rental Security Deposit to my following address as per our Tenancy Agreement.

1. Name of Tenant : \_\_\_\_\_
2. Citizenship Identity No. : \_\_\_\_\_
3. Type of Quarter with Block & Flat No. : \_\_\_\_\_
4. Quarter Location : \_\_\_\_\_
5. Rental Security Deposited with NHDCL Nu. : \_\_\_\_\_ Receipt no. \_\_\_\_\_ dated \_\_\_\_\_
6. Bank and Account No. of Tenant: \_\_\_\_\_
7. Handed Over the Quarter to NHDCL on (date) : \_\_\_\_\_
8. Contact No. (Telephone / mobile) : \_\_\_\_\_
9. Office address (Agency/Department/Section) : \_\_\_\_\_
10. Dues on House Rent and Services charges like Energy, Telephone, Water, & Cable TV etc (i.e. clearance): \_\_\_\_\_
11. Inventory safely handed over to NHDCL or damages done : \_\_\_\_\_
12. Following are the damages (if any) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Compensation Amount mutually agreed by both the parties for damages (if any) : \_\_\_\_\_
14. Net Rental Security Deposit claim for refunded (in figure and word) Nu. : \_\_\_\_\_  
\_\_\_\_\_

*I hereby apply for refund of Rental Security Deposit and declare that the information provided herein above are true and correct to the best of my knowledge. On receipt of this form, if the information submitted by me was found false then NHDCL reserved the right to seize or cancel the refund application or subject to deal as per the law of the land.*

Date of Submission: \_\_\_\_\_

**(Signature of the Tenant)**

### FOR OFFICE USE ONLY

Check and Processed by:

Reviewed by:

Recommended by:

Approved for refund by:

{Estate Assist./NHDCL Focal Person/ Liaison Officer}  
Name:  
District:

Rental Officer  
Name:

Estate Manager  
Name:

General Manager  
Name: