

# STATEMENT OF SECURITY DEPOSIT ACCOUNTING

Tenant Name(s): \_\_\_\_\_ Apt. No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property No.: \_\_\_\_\_

Move-in Date: \_\_\_/\_\_\_/\_\_\_ Move-out Date: \_\_\_/\_\_\_/\_\_\_ Occupancy: \_\_\_ Years \_\_\_ Months

30 Day Notice Served On: \_\_\_/\_\_\_/\_\_\_ Rent Paid To: \_\_\_/\_\_\_/\_\_\_ Date Re-Rented: \_\_\_/\_\_\_/\_\_\_

Checklist of Rental/Apartment Cleaning To Tenant On: \_\_\_/\_\_\_/\_\_\_

## 1. DEPOSIT(S) - REFUNDABLE:

Security/Cleaning \$ \_\_\_\_\_  
Key \$ \_\_\_\_\_  
Furniture \$ \_\_\_\_\_  
Pet \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PAID..** \$ \_\_\_\_\_

## 4. Rent in Default/Due:

Period from \_\_\_/\_\_\_/\_\_\_  
to \_\_\_/\_\_\_/\_\_\_ \$ <sup>ot</sup> \_\_\_\_\_

## 5. Other Charges Due Under the Rental/Lease Contract:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

## 2. Necessary Cleaning Charges On Move-Out:

Interior Cleaning \$ \_\_\_\_\_  
Carpet Shampooing \$ \_\_\_\_\_  
Drapery Dry Cleaning \$ \_\_\_\_\_

## 6. Legal/Eviction Costs (deduct last):

Attorney Fees/Costs \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

## 3. Necessary Painting, Repairs and Replacement On Move-Out:

Painting \$ \_\_\_\_\_  
Repairs and Replacement: \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CHARGES..** \$ \_\_\_\_\_

### SUMMARY ACCOUNTING:

Total Refundable Deposit(s) \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Refund Due Resident (or) \$ \_\_\_\_\_

Amount Due Owner \$ \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_

Owner/Agent

CC: \_\_\_\_\_

Send Refund to Former Resident(s):  
(New Address)

\_\_\_\_\_  
\_\_\_\_\_

Send Balance Due to Owner:

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

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

City/State: \_\_\_\_\_