

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 ___/___/___ \$ ^{ot} _____

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: _____