

# 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..** \$ \_\_\_\_\_

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

Interior Cleaning \$ \_\_\_\_\_

Carpet Shampooing \$ \_\_\_\_\_

Drapery Dry Cleaning \$ \_\_\_\_\_

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

Painting \$ \_\_\_\_\_

Repairs and Replacement: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## 4. Rent in Default/Due:

Period from \_\_\_\_/\_\_\_\_/\_\_\_\_

to \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ ot \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

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

Attorney Fees/Costs \$ \_\_\_\_\_

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

**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: \_\_\_\_\_