



# FINAL ACCOUNTING

12

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

According to the law, from a "security deposit", an Owner/Agent may claim the amount necessary to (a) remedy the tenant's defaults in the performance of the rental agreement including but not limited to unpaid rent, and (b) repair damages to the premises caused by the tenant. In order to claim all or part of a deposit an owner/agent must provide the tenant (within 31 days of the termination of the tenancy and surrender of the premises) an accounting which states specifically the basis of the claim. In compliance with the law, the following accounting is provided for you:

ITEMIZED DEPOSITS		RENT	
_____	\$ _____	Complete this section only if there is prepaid rent or last months rent deposit.	
_____	\$ _____	Deposit on last month's rent:	\$ _____
_____	\$ _____	Prepaid rent:	\$ _____
<b>Subtotal Deposits:</b>	\$ _____ 0	Unpaid rent from _____ to _____	\$ _____
		<b>Balance of Rent Due:</b>	\$ _____
ITEMIZED DEDUCTIONS			
Keys not returned:		\$ _____	
Unpaid utilities/services:		\$ _____	
Unpaid rent from _____ to _____		\$ _____	
Cleaning: _____		\$ _____	
Unpaid fees/charges: _____		\$ _____	
Damages:		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
Other:		\$ _____	
		\$ _____	
Less applicable fees:		-\$ _____	
<b>Subtotal Deductions:</b>		\$ _____	
<b>Balance Due Tenant/Owner:</b>		\$ _____	
<i>(Net of Deposits and Deductions only)</i>			