316(10/14)

FINAL ACCOUNTING

TENANT NAME(S): _____

UNIT ADDRESS: _____ UNIT# _____

CITY: _____ STATE: _____ ZIP: _____

FORWARDING ADDRESS: _____ UNIT# _____

CITY: _____ STATE: _____ ZIP: _____

The following is the written accounting for the withholding of your security deposit(s) and/or last month's rent deposit. Security deposit(s) may be withheld for the following: to remedy any defaults in the rental agreement, including but not limited to unpaid rent and to repair damages to the premises caused by the tenant, but not including ordinary wear and tear. If there is a last month's rent deposit, that deposit is only withheld to cure any unpaid rent that may be owed. This written accounting is provided to you within 31 days of the termination of your tenancy and delivery of possession.

RENT

ACCOUNTING FOR WITHHOLDING LAST MONTH'S RENT DEPOSIT ONLY:

Last Month's Rent Deposit: $_____

Less Unpaid Rent
From: ___ ___ ___ To: ___ ___ ___: (-) $_____

Equal to:

Balance of Rent Due to Landlord: $_____

OR

Balance of Rent Due to Tenant: $_____

Landlord MUST refund any Balance of Rent Due to Tenant after accounting for withholding last month's rent deposit. Landlord may NOT use Balance of Rent Due to Tenant to pay fees, deposits or itemized deductions for damages. Landlord may deduct Balance of Rent Due to Landlord under itemized deductions below.

ACCOUNTING FOR WITHHOLDING SECURITY DEPOSIT(S) (Not to include last month's rent deposit)

DEPOSITS

DEPOSITS:

Security Deposit: $_____

Additional Security Deposits: $_____

_____ Deposit: $_____

Total Deposits: $_____

ACCOUNTING FOR SECURITY DEPOSIT

ITEMIZED DEDUCTIONS:

Unpaid Rent From: ___ ___ ___ To: ___ ___ ___: $_____

Loss of Rental Value During Repair/Cleaning: $_____

Unpaid Utilites: $_____

Unreturned Keys: $_____

Cleaning: $_____

Damages (described below):

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Unpaid Fees/Charges: $_____

Other: _____ $_____

_____ $_____

_____ $_____

Less applicable fees (charged prior to 01/01/2010): $_____

Less Balance of Rent Due to Landlord: (From RENT box above) $_____

Balance Due to Landlord: $_____

Balance Due to Tenant: $_____

O If checked, the total amount due to your landlord does not reflect all sums that may be due to your landlord because the total amount of damage to the property is not certain at this time. Your landlord will issue an amended withholding statement when the total amount of damages to the property have been calculated.

X_____
Landlord/Owner/Agent Date

_____
Landlord/Owner/Agent's telephone

_____
Landlord/Owner/Agent's address

Copied to: _____

EQUAL HOUSING OPPORTUNITY

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