



TENANT NAME(S): _____ UNIT# _____
 UNIT ADDRESS: _____ STATE: _____ ZIP: _____
 CITY: _____

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.

ACCOUNTING FOR WITHHOLDING LAST MONTH'S RENT DEPOSIT ONLY:

RENT

Last Month's Rent Deposit: \$ _____ Balance of Rent Due to Landlord: \$ _____
 Less Unpaid Rent _____ Equal to: OR
 From: _____ To: _____: (-) \$ _____ 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 Utilities: \$ _____
 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: \$ _____

☐ 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:

