



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.

**ACCOUNTING FOR WITHHOLDING LAST MONTH'S RENT DEPOSIT ONLY:**

<b>RENT</b>	Last Month's Rent Deposit:	\$ _____	Balance of Rent Due to Landlord:	\$ _____
	Less Unpaid Rent		OR	
	From: ____ To: ____: (-) \$ _____	Equal 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)**

<b>DEPOSITS</b>	<b>DEPOSITS:</b>	
	Security Deposit:	\$ _____
	Additional Security Deposits:	\$ _____
	_____ Deposit:	\$ _____
Total Deposits:	\$ _____	

<b>ACCOUNTING FOR SECURITY DEPOSIT</b>	<b>ITEMIZED DEDUCTIONS:</b>	
	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)	\$ _____	
<b>Balance Due to Landlord:</b>	\$ _____	
<b>Balance Due to Tenant:</b>	\$ _____	

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.

\_\_\_\_\_ Date \_\_\_\_\_ Landlord/Owner/Agent's telephone \_\_\_\_\_  
 Landlord/Owner/Agent \_\_\_\_\_  
 Copied to: \_\_\_\_\_  
 Landlord/Owner/Agent's address \_\_\_\_\_