

## DEPOSIT ACCOUNTING

TENANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_  
 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.

Deposits		Accounting for Withholding Last Month's Rent	
Security Deposit	\$ _____	Last Month's Rent Deposit	\$ _____
Additional Security Deposit	\$ _____	Less Unpaid Rent from: _____ to _____	\$ _____
Last Month's Rent Deposit	\$ _____	Balance of Rent Due	\$ _____ *

\*( ) Indicates balance due to the tenant.

Accounting for Withholding Security Deposit(s) (Other than last month's rent deposit)	
Total Security Deposits	\$ _____
<b>Itemized Deductions</b>	
Unpaid Rent	\$ _____
Unpaid Utilities	\$ _____
Unreturned Keys	\$ _____
Cleaning	\$ _____
Damages (described below)	
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Unpaid Fees/charges	\$ _____
<b>Balance Due</b>	\$ _____ *

\*( ) Indicates balance due to the tenant.

\_\_\_\_\_  
 Landlord's (or Agent's) Signature

\_\_\_\_\_  
 Date