

STATEMENT OF SECURITY DEPOSIT ACCOUNTING

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Tenant Name(s): _____ Apt. No.: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Property Name: _____ Property No.: _____
 Move-in Date: _____ Move-out Date: _____ Deadline Date: _____ Occupancy: _____ Years _____ Months
 Tenant's Termination Notice Rec'd On: _____ Rent Paid To: _____ Date Re-Rented: _____
 Pre-inspection Notice On: _____ Tenant: Approved Denied Pre-inspection On: _____
 Cleaning Checklist form Given To Tenant On: _____

[Tools and Resources \(go to Landlord.com\)](#)

1. DEPOSIT(S) - REFUNDABLE

Security/Cleaning \$ _____
 Key \$ _____
 Furniture \$ _____
 Pet _____
 Other: _____ \$ _____

TOTAL DEPOSIT(S) PAID... \$ _____

2. Necessary Cleaning Charges On Move-Out:

Interior Cleaning \$ _____ \$ _____
 Carpet Shampooing \$ _____ \$ _____
 Drapery Dry Cleaning \$ _____ \$ _____

3. Necessary Painting, Repairs and Replacement On Move-Out:

Painting \$ _____ \$ _____
 Repairs and Replacement: _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TOTAL CHARGES... \$ _____

4. Rent in Default/Due:
 Period from _____ to _____
 @ _____ = \$ _____
 (# of Days) (PerDiemRate)

5. Legal/Eviction Costs (deduct last):
 Attorney Fees/Costs \$ _____
 Other: _____ \$ _____

6. Other Charges Due Per Agreement, including Invoices & Estimates;

SUMMARY ACCOUNTING:

Total Refundable Deposit(s) \$ _____
 Total Charges \$ _____
 Refund Due Resident (or) \$ _____
 Amount Due Owner \$ _____

DATE: _____ Owner/Agent

CC: _____

Send Refund to Former Resident(s): (New Address)

Send Balance Due Owner TO:

Name: _____
 Address: _____
 City/State: _____

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