

# Security Deposit Accounting



Resident's Name(s) \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Original Lease Date \_\_\_\_\_ Lease End Date \_\_\_\_\_ Move-out Date \_\_\_\_\_

\_\_\_\_\_

Refundable Security Deposit ..... \$ \_\_\_\_\_

+ Other Credits or Payments to Date ..... \$ \_\_\_\_\_

**TOTAL AMOUNT OF REFUNDABLE DEPOSIT \$ \_\_\_\_\_**

**Less the following charges:**

Rent Due through Move-out Date ..... \$ \_\_\_\_\_

Late Fees and other Fees due through Move-out Date (i.e. bad checks, parking fees) ..... \$ \_\_\_\_\_

Utility Charges ..... \$ \_\_\_\_\_

General Cleaning (describe major cleaning that was done) ..... \$ \_\_\_\_\_

\_\_\_\_\_

Repair of broken or damaged items (i.e. appliances, furniture, holes in wall) describe ..... \$ \_\_\_\_\_

\_\_\_\_\_

Replacement of broken or damaged items (i.e. light bulbs, carpet) describe ..... \$ \_\_\_\_\_

\_\_\_\_\_

Replacement of missing items with description ..... \$ \_\_\_\_\_

\_\_\_\_\_

Other Repairs \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

How many keys were returned? \_\_\_\_ Re-key cost \$ \_\_\_\_\_ New door locks \$ \_\_\_\_\_ \$ \_\_\_\_\_

Charges for unauthorized pets (number of days \_\_\_\_\_ at \$ \_\_\_\_\_ per day) ..... \$ \_\_\_\_\_

Recovery of Move-In Discounts ..... \$ \_\_\_\_\_

Court Costs and Attorney Fees to Date ..... \$ \_\_\_\_\_

\_\_\_\_\_

**SUBTOTAL OF ALL FEES**      \$ \_\_\_\_\_

\_\_\_\_\_

**RESIDENT OWES**      \$ \_\_\_\_\_

\_\_\_\_\_

**OR**  
**AMOUNT OF REFUND \$** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_

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