

# DISPOSITION OF DEPOSITS/FEES

Tenant Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_

Address of Rental \_\_\_\_\_ Unit # \_\_\_\_\_

Deposit/fee defaulted for failure to: \_\_\_\_\_

**Amounts held in deposit/security:**

Security Deposit/Fee	\$ _____
Pet Deposit/Fee	\$ _____
Key Deposit/Fee	\$ _____
Pre-paid Rent Credit	\$ _____

**Total Credits** \$ \_\_\_\_\_

**Less deductions for:**

Forfeiture of Deposit/Fee by Default	\$ _____
Rent for period _____	\$ _____
Unpaid Utilities Owed by Tenant	\$ _____
Keys not Returned/Lock Service: _____	\$ _____
Late Fees, NSF, Other: _____	\$ _____
Legal Services: _____	\$ _____
Carpet & Drapes: _____	\$ _____
Cleaning: _____	\$ _____

Damages & Repairs (see any additional details on back):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Debits** \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \_\_\_TENANT \_\_\_LANDLORD \$ \_\_\_\_\_

\_\_\_\_\_  
Landlord/Manager Phone