

SECURITY DEPOSIT HOLDING RECEIPT

Date:

Amount Paid: \$

Received From (Applicant/Tenant Name):

Received By (Landlord/Property Manager):

For the Rental Property Located at:

Unit/Suite Number:

Holding Period Until:

Method of Payment:

- ☐ Cash
- ☐ Personal Check (Check # _____)
- ☐ Cashier's Check / Money Order
- ☐ Electronic Transfer

TERMS AND CONDITIONS:

The Landlord/Property Manager hereby acknowledges receipt of the holding deposit amount indicated above. This deposit is paid to secure the rental unit described above while the application is processed and/or lease agreements are prepared.

If the applicant is approved and signs a formal lease agreement, this deposit shall be applied toward the total required security deposit of _____. If the applicant fails to execute the lease agreement on or before _____, the Landlord may retain this deposit to cover administrative costs, vacancy losses, and other related expenses.

LANDLORD / AGENT SIGNATURE

Date:

APPLICANT / TENANT SIGNATURE

Date: