

HOLDING DEPOSIT RECEIPT

AND AGREEMENT TEMPLATE

Date: _____

Receipt No: _____

Prospective Tenant(s)	
Landlord / Agent	
Property Address	
Holding Deposit Amount	\$ _____
Payment Method	
Holding Period	From: _____ To: _____

Terms & Conditions

- Holding Agreement:** The Landlord/Agent acknowledges receipt of the holding deposit. In consideration of this deposit, the Landlord/Agent agrees to reserve the Property and temporarily withdraw it from the rental market during the designated Holding Period.
- Lease Execution:** The Prospective Tenant agrees to complete the rental application process and sign the formal Lease Agreement on or before the expiration of the Holding Period.
- Application Approval:** If the Prospective Tenant's application is approved and the Lease Agreement is executed, the holding deposit shall be applied toward the:
 First Month's Rent Security Deposit Other: _____
- Non-Refundability (Tenant Default):** If the Prospective Tenant fails to sign the Lease Agreement, fails to provide necessary documentation, or decides not to rent the Property within the Holding Period, the Landlord/Agent may retain the holding deposit to compensate for lost rental opportunities, marketing expenses, and administrative costs.
- Refundability (Landlord Default / Rejection):** If the Landlord/Agent rejects the Prospective Tenant's application, or if the Landlord/Agent is unable to deliver possession of the Property, the holding deposit shall be refunded in full to the Prospective Tenant within _____ business days.

PROSPECTIVE TENANT SIGNATURE

Date: _____

LANDLORD / AGENT SIGNATURE

Date: _____