

# OFFICE LEASE DEPOSIT RECEIPT

Acknowledgment of Deposit Payment

Receipt Number:

Date:

## LANDLORD / LESSOR

Company:

Name:

Address:

Phone:

## TENANT / LESSEE

Company:

Name:

Address:

Phone:

## LEASED PREMISES

Suite / Unit Number:

Building Name:

Property Address:

## DEPOSIT DETAILS

Description	Amount
Security Deposit	
First Month's Rent	
Last Month's Rent	
Key / Fob Deposit	
Other: .....	
<b>Total Received</b>	

## PAYMENT METHOD

Cash

Check

Bank Transfer

Credit Card

### Reference / Check Number:

The Landlord hereby acknowledges receipt of the deposit amount stated above. This deposit is received in connection with the proposed commercial lease agreement for the Premises described herein. This sum shall be held and applied in accordance with the terms and conditions set forth in the executed Commercial Lease Agreement.

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**Authorized Representative / Landlord Signature**

Date

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**Tenant / Lessee Representative Signature**

Date