

SECURITY DEPOSIT REFUND & DEDUCTION RECEIPT

Date:

Receipt Number:

TENANCY DETAILS

Tenant Name(s):

Landlord/Manager:

Rental Address:

Move-In Date:

Move-Out Date:

Forwarding Address:

SECURITY DEPOSIT STATEMENT

Description	Amount (\$)
Original Security Deposit Received	
Interest Earned (if applicable)	
Total Deposit Held (A)	

ITEMIZED DEDUCTIONS

Reason / Item Description (Damages, Cleaning, Unpaid Rent, etc.)	Amount (\$)
Total Deductions (B)	

SUMMARY OF BALANCE

Net Refund Owed to Tenant (A - B)	
Additional Balance Owed by Tenant to Landlord (B - A)	

Refund Payment Method:

Reference/Check Number:

Landlord Signature:

Date:

Tenant Signature:

Date: