

Property _____

SECURITY DEPOSIT

Tenant	Unit No.	Move-in Date	Today's Date
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ESTABLISHMENT OF DEPOSIT AMOUNT

The tenant hereby acknowledges that a total deposit is due in the amount indicated below. The tenant agrees that the security deposit may not be applied as rent at any time.

The deposit may be returned to the tenant upon vacating the unit subject to the following provisions:

1. The full term of the lease has expired.
2. A written notice of intent to vacate has been given a full calendar month prior to vacating the apartment.
3. There is no damage to the apartment beyond normal wear and tear as determined by the management.
4. The entire apartment, including oven, range, refrigerator, bathrooms, closets and cupboards are in a satisfactory clean condition similar to that when the apartment was occupied. Carpets are professionally cleaned.
5. Refrigerator is defrosted.
6. There are no unpaid amounts due including rent, late charges, maintenance charges, etc.
7. All keys are returned.
8. All debris, rubbish and discards have been removed from the apartment and deposited within the proper trash containers.
9. A complete forwarding address has been left with the landlord/agent.

Deposit	Amount
Security Deposit	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Deposit	\$

Any deposit that is returned will be in the form of one check payable jointly to all tenants named on the lease.

Tenant acknowledges that he/she has read the above and agrees to its terms and conditions.

Tenant	Date	Landlord/Agent	Date

RETURN OF SECURITY DEPOSIT

The management has made an inspection of the unit with the tenant and has determined the amount of security deposit to be returned to the tenant. The amount to be returned is indicated below and the reasons for withholding any amounts are clearly indicated.

Deposit	Amount to be Returned	Reason for withholding partial or total amount
Security Deposit		
Total		

The tenant hereby acknowledges the above indicated deposit amount to be returned and has provided the management with a correct forwarding address as indicated below. Tenant additionally acknowledges that due to the condition of the apartment beyond normal wear and tear, an additional charge of \$_____ is hereby levied.

Forwarding Address	Signature of Tenant	Date
Street Address	Apt. No.	
City	State	Zip