

FORM 7-12 Security Deposit Accounting

[company logo, name, and address]

Property (Name and Address) Apartment No.	Resident(s)	
Reason for Leaving	New Mailing Address	
Lease Start Date	Lease End Date	Move-Out Date

ACCOUNTING		
DEPOSITS: Security deposit	\$ _____	
Pet deposit	_____	
Other: _____	_____	
_____	_____	
_____	_____	
Total	_____	
Interest	_____	
Total Deposits		\$ _____
DEDUCTIONS:		
Current Amounts Due:		
Rent (_____ days, \$ _____/day)	_____	
Other: _____	_____	
_____	_____	
_____	_____	
Total	_____	
Termination Fees:		
Inadequate notice	\$ _____	
Termination fee	_____	
Total	_____	
Other Charges:		
Damages (from Move-In/Move-Out Inspection)	_____	
Total Deductions		_____
TOTAL DUE RESIDENT (OWNER)		\$ _____

(continued)

If Total Due is to Resident, check should be enclosed. If Total Due is to Owner, this amount is due upon receipt of this notice. To avoid further notices, collection, and adverse credit reports, this amount should be paid immediately.

Make checks payable to: _____

Mail to: _____

If you have any questions or need additional information regarding this accounting, please contact the resident manager.

Sincerely,
[management company or property name]

Date: _____, 19____

By: _____

FOR OFFICE USE ONLY

Date Paid: _____	Amount: S_____	Check No. _____	Acct. Code: _____
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	By	Date
Prepared	_____	_____
Approved	_____	_____
Reviewed	_____	_____