

Tenant Security Deposit Reconciliation

Property Address: _____

Tenant Name(s): _____

Tenant Phone Number(s): _____

Forwarding Address of Tenant: _____

Second Forwarding Address: _____

Date Tenant Moved from Above Premises: _____ 20____

<u>List of Tenant Deposits</u>	
Security Deposit: _____	\$ _____
Pet Deposit: _____	\$ _____
Other Deposits: _____	\$ _____
Total Deposits	\$ _____

<u>List of Tenant Deductions</u>	
Rent: _____	\$ _____
Late Fees: _____	\$ _____
Utilities: _____	\$ _____
Damages: _____	\$ _____
Other Charges: _____	\$ _____
Total Deductions	\$ _____

Balance Due to Landlord / Tenant (<i>circle one</i>)	\$ _____
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Paid by check number: _____ Date paid and mailed: _____ 20____

Signature: _____