

MOVE OUT DISPOSITION OF SECURITY DEPOSIT

DEBIT

CREDIT

SEC. DEPOSIT:		
UNPD RENT		
SEC. DEP. BALANCE		

TENANT:
NAME

DATE OF NOTICE:
10/6/11

MOVE-OUT DATE:
DATE

UNIT:

**STREET ADDRESS
CITY, STATE, ZIP**

FORWARDING ADDRESS:

**NEW STREET ADDRESS
CITY, STATE, ZIP**

FEES/DAMAGE/CLEANING CHARGES

ADVERTISING -BROKEN LEASE	
CLEANING - APPLIANCES	
CLEANING - CARPET	
CLEANING - GENERAL	
DAMAGE - FURNISHINGS	
DAMAGE - GENERAL	
DAMAGE - GLASS/SCREENS	
DAMAGE - REPAIR/REPAINT	
DAMAGE - REPLACE/MISSING	
FEES - TRANSFER /EARLY MOVE OR BREAK LEASE	
HAULING/REMOVAL	
KEYS/RE-LOCKING	
LIGHT BULBS - REPLACE	
SMOKE DETECTOR/BATTERY- REPLACE	
UNPAID LATE FEES/DAMAGES	
UNPAID UTILITIES	
YARD UPKEEP	
OTHER:	

***SUB-TOTAL
DAMAGES/CLEANING CHARGES*** _____

SECURITY DEPOSIT BALANCE _____

FEES - FILING & SERVICE	
SHERIFF/WRIT/COURT/LEGAL/ JUDGMENTS	

TOTAL BALANCE OWED BY
TENANT _____

BALANCE DUE, PLEASE REMIT IN 10 DAYS

DEPOSIT RETURNED TO TENANT

CHECK # _____
AMOUNT \$ _____