

STATEMENT OF DEPOSIT ACCOUNT



Resident Name (s)  
Forwarding Address

Date \_\_\_\_\_  
Project Name \_\_\_\_\_  
Resident ID# \_\_\_\_\_ Unit Code # \_\_\_\_\_

Monthly Rent Am't \$ \_\_\_\_\_  
Daily Rental Rate \$ \_\_\_\_\_

Resident's Responsibility Date \_\_\_\_\_  
Resident's Move-In Date \_\_\_\_\_  
Resident's Length of Stay \_\_\_\_Yrs. \_\_\_\_Mths.  
Reason for Leaving \_\_\_\_\_  
Apt. Vacated and Keys Received Date \_\_\_\_\_  
Type of Keys Rt'd: \_\_\_\_Mail\_\_\_\_Apt. \_\_\_\_ Other

Rent Paid Thru Date \_\_\_\_\_  
Resident's 30-day Notice Date \_\_\_\_\_  
Office's 30/60-day Notice Date \_\_\_\_\_  
Office's 3-day Pay or Quit \_\_\_\_\_  
Security and/or Pet Deposit \$ \_\_\_\_\_  
Gate or Weight Key Deposit \$ \_\_\_\_\_

ITEMIZED DEDUCTIONS

Cleaning/Repairs/Damages	Full Cost	Discount	Final Cost
Carpet Cleaned ( _____ )	CAR \$ _____	____ %	\$ _____
Apt. Cleaning ( _____ )	CLN \$ _____	None %	\$ _____
Painting of Apt. ( _____ )	PNT \$ _____	____ %	\$ _____
Paint Supplies ( _____ )			
Repairs/Damages: _____			
_____			
_____			
_____			
_____			
_____	DMG \$ _____	None %	\$ _____
Trash Haul: _____	TRS \$ _____	None %	\$ _____

If further information is required, use the back of this form.  
\$ \_\_\_\_\_  
Total Cleaning/Repairs/Damages =====

Utilities

Type of Utilities and Period Covered _____	ELE	\$ _____
	WTR	\$ _____
	GAS	\$ _____
		\$ _____
	Total Utilities	=====

Miscellaneous

Attorney/Admin _____	ATN	Storage Rental _____	STG	
Late Fees _____	LAT	Laundry Rental _____	W/D	
NSF Fees _____	NSF	Fridge Rental _____	FRG	
				\$ _____
				Total Miscellaneous =====

Unpaid Rent

Break Lease Fee (Lease Expires on _____)	BRK	\$ _____
Rent Concession Forfeited (\$ _____)	CON	\$ _____
Other Rent Unpaid (from _____ to _____)	RNT	\$ _____
		\$ _____
	Total Unpaid Rent	=====

Total Deductions \$ \_\_\_\_\_  
Less Security & Other Deposits \$ \_\_\_\_\_

Date Prepared \_\_\_\_\_ Refund (or) Balance Due of Security Deposit \$ \_\_\_\_\_  
Prepared by \_\_\_\_\_  
Site Manager's Initials \_\_\_\_\_ Total Check Amount \$ \_\_\_\_\_  
SODA &/or Check Mailed \_\_\_\_\_  
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