

Refund of Security Deposit Worksheet

Resident: _____ Property: _____

Address: _____ Address: _____

City/St/Zip: _____ City/St/Zip: _____

Forwarding Address: _____ **Move In Date:** _____

City/St/Zip: _____ Lease Ending Date: _____

Date Notice Given: _____ Date of Move-Out: _____

Circle Action: Notice Given / Skipped / Moved before court date / Evicted / Legal Agreement to return deposit /
Relocation due to health / Relocation due to job / Deceased – date of death _____

Security Deposit Paid: (include copy of Security Deposit Agreement) Date Paid in Full: _____

Did an outside agency help pay this security deposit? Yes / No

If yes, who & what amount: _____

Address: _____

Total Amount of SD Paid: \$ _____

Is there a repayment agreement for the security deposit: Yes / No

If yes, include a copy of the repayment agreement.

Maintenance / Cleaning / Replacement Costs:

_____ \$ _____

Were the keys returned? Yes / No

Total Maintenance Costs: \$ _____

Other Charges:

Total Rent Due or (Refund): \$ _____

Total Late Charges / NSF / Credit _____

Overpaid Utility Allowance Received: _____

Unpaid Utility Bills: _____

Previous Repair & Maintenance Charges: _____

Legal Fees: _____

Total Other Charges: \$ _____

Total amount to be billed: \$ _____

Total amount to be refunded: \$ _____

Manager Signature: _____

Date: _____