

# SECURITY DEPOSIT TRANSMITTAL

Date \_\_\_\_\_

3 To: \_\_\_\_\_ From: \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

6 Address of Unit: \_\_\_\_\_

7 Lease Term \_\_\_\_\_ to \_\_\_\_\_

8 Date notice was given: \_\_\_\_\_ Was Proper Notice Given Yes / No

9 Move out Date: \_\_\_\_\_

10 Forwarding Address: \_\_\_\_\_

11 Comments: \_\_\_\_\_

12 \_\_\_\_\_

## DEPOSITS

14 Security Deposit: \_\_\_\_\_ \$ \_\_\_\_\_

15 Key Deposit: \_\_\_\_\_

16 Pet Deposit: \_\_\_\_\_

17 Other Deposit: \_\_\_\_\_

18 Total Deposits \$ \_\_\_\_\_

## DEDUCTIONS

20 Rent: \_\_\_\_\_ \$ \_\_\_\_\_

22 Late fees: \_\_\_\_\_

23 Damages: \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

26 \_\_\_\_\_

27 \_\_\_\_\_

28 \_\_\_\_\_

29 Miscellaneous: \_\_\_\_\_

30 \_\_\_\_\_

31 Total Deductions \$ \_\_\_\_\_

32 Balance Due to the (Landlord) (Tenant) \_\_\_\_\_ \$ \_\_\_\_\_

33 Paid by Check No. \_\_\_\_\_ Date \_\_\_\_\_

35 Signature \_\_\_\_\_