

TENANT CLOSING STATEMENT

Tenant Information

Tenant Name(s): _____

Property Address: _____

Reason for Move: _____

Forwarding Address: _____

Length of Term: From _____ to _____ Notice Given? Yes No

Date of Move-Out Inspection: _____ By: _____

Credits

Security Deposit Held: \$ _____

Pre-Paid Rent: \$ _____

Pet Deposit Held: \$ _____

Total Credits: \$ _____

Rent Refund Calculation

From: _____ To: _____ = _____ # of days

\$ _____ /day X _____ # of days proration

= \$ _____ Refund due

Total credits and rent refund = \$ _____

Charges:

Rent due from _____ to _____ = _____ # of days @ \$ _____ /day = \$ _____

<u>Other Charge Items:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Charges Due: \$ _____

Less Credits (Above): - \$ _____

BALANCE DUE from Tenant from Landlord : \$ _____

Approved by: _____ Date Mailed: _____