

security deposit disbursement: calculation and summary

security deposit identification number: _____ tenant code: _____
 property address: _____
 tenant/s: _____
 portfolio manager: _____ financial controller: _____
 forwarding address: _____
 contact number: _____ security deposit amount: \$ _____
 vacating date: _____ tenancy expiry date: _____

deduct: A	rent owing	
	From: _____ To: _____	
	Weeks: _____ Days: _____	
	@ \$ _____ Per: day/week/month	\$ _____
deduct: B	outstanding tenant invoices	\$ _____
	water usage/excess (to vacate date)	\$ _____
	digital solar power usage (to vacate date)	\$ _____
	sub total	\$ _____
deduct: C	leasing commission if early termination	\$ _____
deduct: D	maintenance to property	
	1. steam clean carpets	\$ _____
	2. general cleaning	\$ _____
	3. pest control	\$ _____
	4. gardening	\$ _____
	5. advertising/marketing (if early termination)	\$ _____
	6 smoke detector assessment (if early termination)	\$ _____
	7. repairs and maintenance	\$ _____
	8. replacement keys/remotes/locks etc.	\$ _____
	9. follow-up inspection	\$ _____
	10. other	\$ _____
	sub total	\$ _____
	TOTAL DEDUCTIONS (A + B + C + D)	\$ _____
balance:	Security deposit amount held in trust	\$ _____
	minus total amount owing by tenant	\$ _____
	refund security deposit to tenant or	\$ _____
	AMOUNT OUTSTANDING (PAYABLE BY TENANT)	\$ _____

TrackMate™ verified for accuracy: _____ Date: _____

NB: If any item is not applicable write next to item N/A