Security Deposit Receipt

Written receipt for a security deposit and other move in money

RECEIPT NUMBER

DATE RECEIVED

1. WHO AND WHERE

RECEIVED FROM (TENANT NAMES)

RENTAL ADDRESS AND UNIT

LANDLORD (OWNER)

PHONE OR EMAIL

RECEIVED BY (IF AN AGENT)

2. WHAT WAS PAID

Paid	Item	Amount ($)
☐	Security deposit	
☐	Pet deposit	
☐	Last month's rent (paid in advance)	
☐	Other (describe in notes)	

TOTAL RECEIVED ($)

CHECK OR REFERENCE NUMBER

Paid by: ☐ Check ☐ Money order ☐ Cash ☐ Electronic

3. WHERE THE DEPOSIT IS HELD

BANK NAME

BANK LOCATION

ACCOUNT NUMBER (ONLY IF YOUR STATE REQUIRES IT)

DATE DEPOSITED IN BANK

☐ Interest bearing account

4. NOTES AND STATEMENTS YOUR STATE REQUIRES

NOTES (CONDITION REPORT GIVEN, KEYS AND SO ON)

5. SIGNATURES

SIGNATURE OF THE PERSON WHO RECEIVED THE MONEY

DATE

TENANT SIGNATURE (OPTIONAL)

DATE

Instructions for the landlord

Keep this page. Do not send it to the tenant.

HOW TO USE IT

- Fill in one receipt each time you receive a deposit or other move in money.
- Give the tenant a copy and keep one with your records.

SOME STATES REQUIRE MORE

- Massachusetts: a signed receipt when the deposit is paid, and a bank receipt within 30 days (MGL c.186 s.15B).
- Maryland: a written receipt with a statement of tenant rights (Real Property 8-203.1).
- Check your state before you collect a deposit.

FREE GUIDE

simplerentledger.com/security-deposit-receipt/