Damage Deposit Form- Template

Damage Deposit Refund Request

Date:

Tenant name:

Rental Address:

Move in date:

Move out date:

Amount of Damage Deposit Received at move-in:

Move-out Inspection date: Circle one: PASS Inspection FAIL Inspection

If fail Inspection, what repairs need to be done before refund of damage deposit?

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**OFFICE USE ONLY**

**If Pass Inspection, date of inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Refund approved- Housing signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE- ATTACH RECEIPTS for repairs, if applicable.**