

DISPOSITION OF DEPOSIT ON SALE OF TENANT-OCCUPIED PREMISES

NOTE: This form is used by a property manager or owner when the owner sells a tenant-occupied property and holds security deposits owned by an tenant, to provide each tenant with an itemized statement of the security deposit's disposition, documentation of charges deducted and the name, address and telephone number of the buyer of the property.

DATE: _____, 20____, at _____, California.

Items left blank or unchecked are not applicable.

FACTS:

This is notice of Landlord's sale of the property and an accounting to Tenant for the security deposit under the following agreement [See **RPI Form 550**]:

- Lease agreement
- Month-to-month rental agreement [See **RPI Form 551**]
- Occupancy agreement
- _____

dated _____, entered into by _____, as the Landlord, and _____, as the Tenant, regarding tenant-occupied premises referred to as _____.

NOTICE TO TENANT:

On _____, 20____, Landlord transferred, or will transfer, the premises you occupy to the following new Owner:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

1. Under the referenced agreement, Tenant handed Landlord a security deposit in the amount of \$ _____

2. The following deductions have been made by Landlord from the security deposit:

2.1	Repair of damages:	Cost
	a. _____	\$ _____
	b. _____	\$ _____

2.2	Elimination of excess wear and tear:	
	c. _____	\$ _____
	d. _____	\$ _____

2.3	Past due or delinquent rent amounts:	
	a. Rent from _____ to _____	\$ _____
	b. Unpaid CAMs or other reimbursements due Landlord:	\$ _____
	c. Unpaid late charges for month(s) of:	\$ _____

2.4	Replacement/repair of lost or damaged furnishings:	
	a. _____	\$ _____
	b. _____	\$ _____

2.5 **TOTAL** deductions from security deposit (line 2.1 to line 2.4) (-) \$ _____

2.6 Security deposit remaining after deductions (line 1 less line 2.5) \$ _____

3. Tenant's remaining security deposit has been disposed of as checked below:

3.1 The remaining security deposit and any interest accrued has been transferred to the new Owner. A copy of this statement has been handed to the new Owner.

3.2 The remaining security deposit due is herewith returned to Tenant in the amount of\$ _____

a. Included is interest due on the security deposit from _____, 20_____, to _____, 20_____, at _____% per annum in the amount of . . (+) \$ _____

b. Refund by Landlord/Agent's check # _____ in the amount of \$ _____

This statement is true and correct.

Date: _____, 20 _____

Landlord/Agent: _____ CalBRE #: _____

Signature: _____

Address: _____

Phone: _____ Cell: _____

Email: _____