

# STATEMENT OF DISPOSITION OF DEPOSITS AND ACCOUNTING

Page 1 of 2

Document updated:  
August 2013



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Date of Termination of Tenancy and Delivery of Possession: \_\_\_\_\_

2. To: SAMPLE and All Occupants

3. Premises: SAMPLE

4. Pursuant to A.R.S. §33-1321(D) the following discloses to you the disposition of your deposits\* and provides an itemized list of all deductions from your deposits.

6. **Refundable Security Deposits**

7. Security Deposit \$ \_\_\_\_\_

8. Pet Deposit \$ \_\_\_\_\_

9. Cleaning Deposit \$ SAMPLE

10. Credits SAMPLE \$ \_\_\_\_\_

11. Other \_\_\_\_\_ \$ \_\_\_\_\_

12. TOTAL \$ \_\_\_\_\_

13. **Non-refundable Charges**

14. Cleaning Fee \$ \_\_\_\_\_

15. Redecorating Fee \$ \_\_\_\_\_

16. Pet Fee \$ SAMPLE

17. Re-Key Fee \$ \_\_\_\_\_

18. Other SAMPLE \$ \_\_\_\_\_

19. TOTAL \$ \_\_\_\_\_

20. **ITEMIZED LIST OF DEDUCTIONS**

21. Unpaid rent from \_\_\_\_\_ to \_\_\_\_\_\*  
MO/DA/YR MO/DA/YR \$ \_\_\_\_\_

22. Late Charges\* \$ \_\_\_\_\_

23. Damages \$ SAMPLE

24. Cleaning \$ \_\_\_\_\_

25. Unpaid utilities\* \$ \_\_\_\_\_

26. Yard Maintenance\* \$ \_\_\_\_\_

27. Pool Maintenance\* \$ \_\_\_\_\_

28. **Other costs incurred permitted by Arizona law and/or the lease\***

29. Advertisement and/or commission to re-rent\* \$ \_\_\_\_\_

30. Other \_\_\_\_\_ \$ SAMPLE

31. Other SAMPLE \$ \_\_\_\_\_

32. Other \_\_\_\_\_ \$ \_\_\_\_\_

33. Other \_\_\_\_\_ \$ \_\_\_\_\_

34. ☐ Judgment attached if applicable

35. TOTAL \$ SAMPLE

36. **AMOUNT OF REFUNDABLE DEPOSITS** \$ SAMPLE

37. (Negative number indicates Balance Due to Landlord)\*\*

>>

44. \*\* Demand is hereby made for full payment of the balance due plus payment of any Judgments entered against you (if applicable)  
45. within ten days of this Notice. Your refundable deposits will be applied to the foregoing amounts first and then, if appropriate,  
46. toward payment of the Judgment (if applicable).

47. This statement is an attempt to collect a debt. Any information obtained will be used to collect the debt owed. Unless you dispute the  
48. validity of the debt, or any portion thereof, within 30 days of the receipt of this statement, it will be assumed to be valid. If your  
49. dispute of the debt is received in writing, debt verification or a copy of judgment will be obtained and mailed to you. If requested in  
50. writing within 30 days of receipt of this statement, the original creditor's name and address will be provided. Pursuant to 15 U.S.C. §  
51. 1692E(11), please be advised that this communication is from a landlord or property manager, which may, in this case, be acting as  
52. or on behalf of a debt collector.

54. \_\_\_\_\_  
^ LANDLORD/PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE'S SIGNATURE

55. LANDLORD/PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE'S PRINTED NAME

56. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

57. \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

58. Notice Delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

59. ☐ Certified or Registered mail sent to the following address:

61. Receipt Number: SAMPLE

62. ☐ Hand Delivered

63.            Acknowledgement of Hand Delivery by Tenant: SAMPLE

Pursuant to A.R.S. §33-1313, receipt of notice occurs when the notice is actually received, delivered in hand to the tenant, or mailed by registered or certified mail to the tenant at the place held out by the tenant as the place for receipt of the communication or, in the absence of such designation, to the tenant's last known place of residence. If notice is mailed by registered or certified mail, the tenant is deemed to have received such notice on the date the notice is actually received by tenant or five days after the date the notice is mailed, whichever occurs first.