RE 71-15

REV. 5-2007

**STATE OF OHIO**

**DEPARTMENT OF TRANSPORTATION**

**SECURITY DEPOSIT SETTLEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| ODOT Lease No. |  | County: |  |
|  | Route: |  |
| Property Manager for ODOT | Section: |  |
| Choose an item. | Parcel(s): | **-** |
|  |  |
| ODOT Address and Phone Number |  |
|  | State Job No.: |  |
|  | PID: |  |
| Tenant Name and Phone Number |  |  |
|  | Begin Rental Date: | Click or tap to enter a date. |
|  | Ending Rental Date: | Click or tap to enter a date. |
| Tenant Address | Security Deposit Amount: | **$0.00** |
|  | Rental Amount: | **$0.00** |
|  | Pmt. Due Date: | Click or tap to enter a date. |
| Location of State Owned Property | Tenant: Site or P.M. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Rent Paid Thru: | Click or tap to enter a date. |  | Date Notice Given: | Click or tap to enter a date. |
|  |  |  |  |  |
| Move Out Date: | Click or tap to enter a date. |  | All Keys Returned: | [ ]  **Yes** [ ]  **No** |
|  |
| Reason for Moving: |       |
|  |  |
| Forwarding Address and Phone Number: |       |
|  |  |
| Remarks/Comments: |       |
|  |  |
|       |

**SECURITY DEPOSIT SETTLEMENT**

**CREDITS**

|  |  |  |
| --- | --- | --- |
| Security Deposit | $0.00 |  |
| Water Deposit | $0.00 |  |
| Rent Credit  |       | days @  | $0.00 |  per day | $0.00 |  |
| Other |       | $0.00 |  |
|  | **TOTAL CREDITS** | $0.00 |
|  |  |  |
| **CHARGES** |  |  |
| Cleaning | $0.00 |  |
| Rent Due  |       | days @ | $0.00 |  per day | $0.00 |  |
| Missing Keys | $0.00 |  |
| Unpaid Water Bills | $0.00 |  |
|  |  |  |
| **UNCOLLECTED LATE CHARGES** |  |  |
| Date(s ) |       | $0.00 |  |
|  |  |  |
| **UNCOLLECTED RETURN CHECK CHARGES** |  |  |
| Date(s) |       | $0.00 |  |
|  |  |  |
| **UNCOLLECTED INTEREST** |  |  |
|       | days @ | $0.00 |  per day | $0.00 |  |
|  |  |  |
| **DAMAGE OR OTHER CHARGES** |  |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|       | $0.00 |  |
|  | **TOTAL CHARGES** | $0.00 |
|  |  |  |
|  | **BALANCE DUE TENANT** | $0.00 |
|  |  |  |
|  | **BALANCE DUE ODOT** | $0.00 |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_