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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_