



Date Submitted: _____ Time: _____ PM Initials: _____

DEPOSIT TO HOLD UNIT

PROPERTY CODE _____ TENANT CODE _____

PROPERTY NAME/ADDRESS/ZIP _____

UNIT SIZE _____ Bdrms/ _____ Baths FF F PT Prkg# _____

CIRCLE IF INCLUDED: Yd Svc Gas Pool Svc Water Refuse Disp TV Cable Cesspool Pumping
Sewer Charge Telephone Electricity Other _____ Pest Control _____

PROSPECTIVE TENANT(S):

Mr. Ms. _____ PH: _____

Mr. Ms. _____ PH: _____

Mr. Ms. _____ PH: _____

Mr. Ms. _____ PH: _____

CURRENT PHONE # Bus.: _____ Res: _____

LEASE TERM: From: _____ To: _____

MONTHLY RENTAL \$ _____ SEC. DEP. AMOUNT \$ _____ DEPOSIT TO HOLD REC'D \$ _____

The Deposit to Hold will hold the unit until the applicants' application can be verified. If approved, Deposit to Hold will be applied to lease. In the event application is rejected, Deposit to Hold will be refunded in full. **If the applicants change their mind and do not rent the unit, they understand that the Deposit to Hold amount will be forfeited.**

Applicant

Applicant

Property Manager

Date

=====

OFFICE USE ONLY: Amt. Deposited/Date _____ Comm. Rate: 20% 10% Other__

Prorated Dates _____

Prorated Amount _____

Date posted _____

Posted by _____

NOTIFY OWNER? Yes No

Revised 02/20

Processed: Date: Initials:
