Security deposit installment receipt

Ledger entry number

Enter an entry number from Ledger. Check every field before signing.

Payer or tenant
Landlord
Property and unit
Lease reference

Currency USD
Deposit agreed

Payment date
Receipt number
Method and reference
Received by

Prior payments
Current payment
Cumulative paid
Remaining deposit
Overpayment

I acknowledge receipt of the current payment recorded above.

Signature _____ Date _____

Give a signed copy to the payer and retain a copy with the lease and payment records.

General example and legal notice
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Security deposit installment ledger

Amber cells are inputs. Gray columns calculate from the payments entered.

Tenant		Landlord	
Property		Lease reference	
Deposit agreed		Currency	USD

Total paid Remaining Overpayment

Entry	Date	Receipt no.	Method and reference	Received by	Payment	Prior paid	Total paid	Remaining	Overpayment

Enter payments in receipt order. Leave unused rows blank. Do not enter refunds or deductions here.

Keep each signed receipt separately. Changing the agreed deposit recalculates all balances.

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Using the deposit receipt and ledger

Keep one workbook for one tenancy and one currency. Use it to record payments toward a security deposit. It does not calculate interest, deductions, legal limits or refund deadlines.

1. In Ledger, enter the tenant, landlord, property, lease reference, agreed deposit and currency. Amber cells are editable. Gray columns contain formulas.

2. Enter up to 12 payments in receipt order. Record the date, unique receipt number, payment method and reference, receiver and amount. Leave unused rows blank. A zero payment remains zero. Do not enter negative payments, refunds or deductions.

3. Receipt draws from Ledger. Enter the desired entry number, check all names and amounts, then print and sign. Keep the signed PDF or paper receipt: changing the ledger later will also change the linked receipt.

4. Total paid adds the recorded payments. Remaining deposit shows the amount still unpaid. Any payment beyond the agreed deposit appears separately as Overpayment. Check and resolve an overpayment with the parties; the workbook does not decide whether it may lawfully be kept.

5. Changing Deposit agreed updates all balances. Preserve previous signed receipts and document any agreed change separately. To track more than 12 entries, use another copy and retain both records; this template does not carry balances between copies automatically.

The Example sheet is fictional. A deposit of 1,500.00 with payments of 500.00 and 400.00 gives total paid of 900.00 and remaining deposit of 600.00. It is separate from the blank live Ledger and does not populate Receipt.

Print the Receipt for the selected entry. Ledger and Example are designed for landscape printing. A payment receipt does not replace any required bank-account notice, property-condition statement or end-of-tenancy statement.

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Fictional security deposit example

Fictional names, property and payments for learning only.

Tenant	Example Tenant	Landlord	Example Landlord
Property	Example Property, Unit A	Lease reference	Fictional lease
Deposit agreed	1,500.00	Currency	USD

Total paid	900.00	Remaining	600.00	Overpayment	0.00

Entry	Date	Receipt no.	Method and reference	Received by	Payment	Prior paid	Total paid	Remaining	Overpayment
1	10/01/26	EX-001	Transfer DEMO-01	Example Agent	500.00	0.00	500.00	1,000.00	0.00
2	10/15/26	EX-002	Transfer DEMO-02	Example Agent	400.00	500.00	900.00	600.00	0.00

Enter payments in receipt order. Leave unused rows blank. Do not enter refunds or deductions here.

Keep each signed receipt separately. Changing the agreed deposit recalculates all balances.

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