Managing agent deposit receipt

Record a security-deposit payment received for an identified landlord.

Receipt number _____ Payment date _____

Payer or tenant name _____

Landlord name _____

Property address and unit _____

_____

Lease date or reference _____

Receiving agent or organization _____

Deposit payment

Amount received _____ Currency _____

Payment method _____ Reference _____

Payment status or collection notes _____

Acknowledgment

I acknowledge receipt of the payment recorded above on behalf of the landlord identified above.

Received by _____ Role _____

Signature _____ Date _____

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

General example and legal notice

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