|  |
| --- |
| Holding Deposit |
| 123 Picket Fence Lane  Happy Place, CA 95000  000-000-0000 |

**RECEIPT FOR DEPOSIT AND LIQUIDATION DAMAGES**

**AGREEMENT & UTILITY FORM**

Dear Applicant(s),

Congratulations on being approved for the property at: *Full Address*

Attached is the Holding Deposit Agreement and Utility Form to help you have a smooth transition and move.

As the Holding Deposit states once the deposit is received the property is yours and should you not be able to move into the property the Owner has a right to keep some or all of the deposit as damages and lost rent. The holding deposit is applied towards move in costs of rent and security deposit. The Rent is $XXXX and the Security Deposit for this property is $XXXX.

***Note:  If your move-in date is 10 days or less prior to the end of the month, the following month’s rent will be included in your Move-In Funds due at Lease Signing.  A Cashier’s Check or Money Order are the only forms of payment accepted.***

Please set up the appropriate utilities as soon as possible for your move-in date which is XXXXX, XX/XX/XXXX at X:XX PM Should you change your move in date, there will be a $45.00 processing fee to re-do the lease paperwork, so please be sure of your move in date. If you decide you no longer wish to rent the property for any reason you will be responsible for the amount of rent for the days the property is off of the market as well as a $100.00 administrative fee.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Landlord/Property Manger

#1 Property Management

|  |
| --- |
| Utility Form |
| 123 Picket Fence Lane  Happy Place, CA 95000  000-000-0000 |

**Rental Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Move in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All tenants must sign lease to obtain keys.**

**All utilities must be in YOUR NAME as of the move in date.**

Gas & Electric Co 000-000-0000

Second Gas/Propane Company 000-000-0000

City Municipal Utilities 000-000-0000

For City of XXXXXX: Water, Garbage & Sewer service 000-000-0000

Garbage Service 000-000-0000

For City/ County 000-000-0000

City Water Company 000-000-0000

City Water Company 000-000-0000

**Optional Services:**

Cable Company 000-000-0000

Satellite Company 000-000-0000

Local Phone Company for landline 000-000-0000

City Parking Permits 000-000-0000

Neighborhood/HOA Parking Permit 000-000-0000

CHANGE YOUR ADDRESS ***A.S.A.P…*** Pick up appropriate materials at a Post Office near you.

**POST OFFICE LOCATIONS Below:** (Or the Postal Service Phone # is: 1-800-275-8777)

City/Neighborhood: Address

City/Neighborhood: Address