



CHECK-OUT REPORT/SECURITY DEPOSIT WITHHOLDING

PREMISES: _____

LANDLORD/MANAGER: <u>Jack Soceka % Soceka</u> Properties Address: <u>2976 Triverton Pike Dr, Madison, WI 53711</u> Telephone: <u>(608)438-8140</u>	TENANT(S): _____ _____ _____
Rental Agreement Termination Date: _____	Date Premises Vacated: _____
Date Landlord Learned Tenant Vacated Premises (if Tenant leaves or was evicted after termination date): _____	Date Premises Re-rented (first day of new tenant's tenancy) (if Tenant leaves or was evicted before termination date): _____
Tenant Forwarding Address: _____	

ROOM/AREA	DESCRIPTION OF CONDITION at CHECK-OUT; DAMAGES/REPAIR COST COMPUTATION
Living room	
Dining room	
Hallways	
Kitchen	
Bedroom #1: location: _____ _____	
Bedroom #2: location: _____ _____	
Bedroom #3: location: _____ _____	
Bedroom #4: location: _____ _____	

Bathroom #1: location: _____ _____	
Bathroom #2: location: _____ _____	
Exterior	
Garage/Parking Area	
Storage area	
Outside porch	
Keys returned (number, date)	
Other Comments and Notes	

Check-out Inspection performed: _____
Initials ▲ Date ▲

Security Deposit Deductions computed: _____
Initials ▲ Date ▲

Security Deposit Balance and/or Withholding Statement Mailed/Delivered to:

 (name and address) on _____ (date)

Copies to: _____

TOTAL SECURITY DEPOSIT DEDUCTIONS

Security Deposit:	\$ _____
SUBTRACT:	
Total Damages/Repairs	\$ _____
Unpaid Rent Due	\$ _____
Unpaid Utilities	\$ _____
Balance to Tenant	\$ _____

NOTE: This form may be used by Landlord/Manager internally as a worksheet for keeping notes and calculations. Should it be used for the itemized security deposit withholding statement furnished to Tenant, indicate with specificity each item of physical damage, waste or neglect and itemize each amount withheld for materials, supplies, labor, or other repair measures. There should be a detailed description and one or more amounts for each deduction made from the security deposit for damages/repairs. Landlords/Managers should assemble evidence of the damages such as check-in statements, pictures and videos (optimally both before and after the tenancy), bids from contractors, receipts for amounts paid, etc. ATTACH additional pages as needed for descriptions and calculations.

Withholding must be authorized per Wis. Stat. § 704.28(1). Landlord/Manager must deliver or mail Tenant's security deposit and any withholding statement within the timeframe determined per Wis. Stat. § 704.28(4). See <http://docs.legis.wisconsin.gov/statutes/statutes/704/28>.

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No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.