



**TAU KAPPA EPSILON**

— Better Men for a Better World —

**Damage Deposit Calculation Sheet**

Tenant \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Room # \_\_\_\_\_ Room Lease Signed? **Yes** **No**

Damage Deposit Amount for Current Lease \$ \_\_\_\_\_

**Room Inspection**

Initial Inspection Date: \_\_\_\_\_

Follow-up or Final Inspection Date: \_\_\_\_\_

Charge for Damage of Needed Work Date: \_\_\_\_\_

**Deposit Calculation**

Past Deposit Balance Carried Forward \$ \_\_\_\_\_

Remaining Due for Current Lease \$ \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_

**Total Balance Due** \$ \_\_\_\_\_

Deposit Paid in Full? **Yes** **No** Date Paid \_\_\_\_\_

Total Charged for Damages \$ \_\_\_\_\_

Deposit as of Follow-up or Final Inspection \$ \_\_\_\_\_

Amount to Return to or Collect from Tenant \$ \_\_\_\_\_

Paid Amount in Full? **Yes** **No** -or- Amount Has Been Returned? **Yes** **No**

\_\_\_\_\_  
Date Alumni Corporation

\_\_\_\_\_  
Date Tenant Signature