**Receipt and Holding Deposit Agreement Form**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **1. Parties Involved**

* **Landlord Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Landlord Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Tenant Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **2. Property Details**

* **Rental Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Unit No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **3. Deposit Receipt**

**☐ The Landlord acknowledges receipt of a holding deposit of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the Tenant on [Date].  
 ☐ This deposit is made to hold the rental unit for the Tenant while completing the leasing process.  
 ☐ The Tenant agrees to complete and sign the lease by [Lease Signing Deadline] or forfeit the deposit.**

## **4. Refund Policy**

* **If the lease is signed and executed, the deposit will be applied to rent or security deposit.**
* **If the tenant withdraws, the deposit will not be refunded unless required by law.**
* **If the Landlord rejects the application, the deposit will be refunded in full within \_\_ days.**

## **5. Agreement Confirmation**

**Both parties agree to the terms outlined in this Agreement.**

**Landlord Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**