

# 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: \_\_\_\_\_