

Security Deposit Refund Receipt

Receipt No.: _____

Date: _____

Refund Details

Received From (Name): _____

Address: _____

Contact No.: _____

Property/Premises: _____

Agreement/Lease Date: _____

Deposit Amount (in Figures): _____

Deposit Amount (in Words): _____

Refund Payment

Mode of Payment	Date of Payment	Cheque/Ref. No.	Amount Refunded
_____	_____	_____	_____

I/We acknowledge the receipt of the above security deposit refund in full and final settlement towards the property/premises mentioned above.

Received by (Tenant)

Date: _____

Issued by (Landlord/Manager)

Date: _____

Important Notes

- This receipt should be signed by both parties as acknowledgment of payment and settlement.
- Attach copies of relevant payment instruments (cheques/transaction slips) for reference.
- Ensure all outstanding dues and deductions, if any, are clearly agreed and documented before refund.
- Retain a copy of this receipt for future records and dispute resolution.
- Verify all details (amounts, property, parties) before signing.