How to complete Rent and Security Deposit Receipt form

1. Enter Tenants name(lessee)
2. Enter unit number of Property
3. Enter tenants address
4. Enter Apartment address
5. Enter city/zip of tenant
6. Enter city/zip of property
7. Enter check number and amount (ex. 1 month's rent)
8. Line item 1 Enter date of First month's rent, enter that months end date, enter the amount.
9. Line item 2 enter total of the last month's rent
10. Line item 3 please leave blank
11. Line item 4 enter the total amount of Security deposit
12. Section A enter total amount of security deposit
13. Section D enter appropriate bank information according to list provided

    Then list each building with the corresponding Building Owner (i.e.)

    Bldg   Building Owner (Lessor)

    879   879 Beacon St LLC
    447   447 Park Dr LLC
    463   463 Park Dr LLC
    468   463 Park Dr LLC (not a mistake)
    15   15-38 Garden St LLC
    38   15-38 Garden St LLC
    40   40 Anderson St LLC
    41   40 Anderson St LLC (not a mistake)
    72   72 Revere St LLC
    123   72 Revere St LLC
    92   90-92 Endicott St LLC

14. Enter date received
15. Enter Landlord/owner information using corresponding building diagram above
16. Enter phone number (617-274-4710)
17. Go to Checklist and check off line item 11
18. Attach Rent & Security Deposit Receipt form to checklist file
19. You have completed the Rent & Security Deposit Receipt form!