

DEPOSIT ACKNOWLEDGMENT & REFUND TERMS

Tenant Full Name:	
Tenant Phone No:	Date of Agreement: / /
Property Address:	
Unit Number:	Landlord/Agent Name:
Preferred Contact Method:	☐ Email ☐ Phone ☐ In-Person

DEPOSIT RECEIPT

Security Deposit Amount (KES):	
Date Received: / /	Receipt/Transaction Number:
Mode of Payment:	☐ M-Pesa ☐ Bank Transfer ☐ Cash ☐ Cheque

HOLDING TERMS & REFUND CONDITIONS

Please read and acknowledge the following holding and refund conditions:

- ☐ The deposit is held in trust by the Landlord for the duration of the tenancy.
- ☐ The deposit is not to be used by the Landlord for any other purpose.
- ☐ The deposit shall not be applied toward rent unless expressly agreed in writing.
- ☐ Refund due within thirty (30) days of the Tenant vacating and handing over keys.
- ☐ Refund will be made via the same payment method used for payment (unless otherwise agreed).
- ☐ Deductions may only be made for: Unpaid rent and utility bills; documented damages beyond normal wear and tear (with photos from move-in report); cost of repairing tenant-caused damage; outstanding service charges; and replacement of lost keys or access devices.
- ☐ Normal wear and tear is NOT deductible (e.g., minor scuffs on walls, faded paint, worn carpet from normal use).
- ☐ An itemized statement of deductions must be provided in writing.

TENANT OBLIGATIONS & DISPUTE RESOLUTION

To ensure a full refund, the Tenant agrees to the following obligations:

- ☐ Provide minimum notice as per the Lease Agreement.
- ☐ Leave the property in clean and tidy condition.
- ☐ Return all keys, remotes, and access devices.
- ☐ Settle all outstanding utility bills.
- ☐ Complete a joint move-out inspection.
- ☐ Provide a forwarding address for the refund.
- ☐ Any dispute regarding deposit deductions shall first be resolved amicably. If unresolved within 14 days, either party may refer the matter to the Business Premises Rent Tribunal.

ACKNOWLEDGMENT

By signing below, I confirm that I have read, understood, and agree to the terms of this deposit acknowledgment and refund policy.

Tenant Signature:	Date: / /
Landlord/Agent Signature:	Date: / /