

# Receipt and Holding Deposit Agreement

This agreement documents the holding deposit collected to reserve a rental unit pending final approval.

## PARTIES & PROPERTY

This Holding Deposit Agreement is entered into between:

**Landlord:** Law Office of Rikisha D. Thomas, 11326 Winery Dr, Fontana, CA 92337, (909) 230-2363

**Prospective Tenant(s):** \_\_\_\_\_

**Property Address to be Reserved:** \_\_\_\_\_

**Unit / Apt #:** \_\_\_\_\_

**Monthly Rent: \$** \_\_\_\_\_

**Proposed Move-In Date:** \_\_\_\_\_

**Proposed Lease Start Date:** \_\_\_\_\_

## HOLDING DEPOSIT DETAILS

**Holding Deposit Amount: \$** \_\_\_\_\_

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

**Payment Method:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

**The holding deposit will hold the above unit off the rental market until:**

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

**Deadline Time:** \_\_\_\_\_

## TERMS AND CONDITIONS

- Purpose:** This holding deposit reserves the above-described unit exclusively for the prospective tenant(s) pending completion of the screening process and execution of a lease agreement.
- Application of Deposit:** If the prospective tenant(s) are approved and execute a lease agreement, this holding deposit shall be applied toward the first month's rent or security deposit as agreed.
- Refund if Landlord Denies Application:** If the landlord denies the application after screening, the full holding deposit shall be refunded to the prospective tenant(s) within a reasonable time.
- Forfeiture if Tenant Withdraws:** If the prospective tenant(s) withdraw their application, fail to execute the lease by the deadline above, or fail to take possession of the unit, the landlord may retain a portion of the holding deposit to cover actual damages, including lost rent for the period the unit was held off the market.
- Calculation of Damages Withheld:** Any amount withheld shall not exceed the landlord's actual losses. An itemized written accounting shall be provided to the prospective tenant within 21 days of the forfeiture event.
- This Is Not a Lease:** This agreement does not constitute a lease or guarantee of tenancy. A binding tenancy is only created upon execution of a written lease agreement by all parties.

## SIGNATURES

**Landlord / Authorized Agent:**

**Signature:**

**Date:**

Authorized Representative — Law Office of Rikisha D. Thomas

**Prospective Tenant(s):**

**Signature:**

**Date:**

**Print Name:**

**Date:**

**Signature:**

**Date:**

**Print Name  
(Co-Applicant):**

**Date:**