

Date: [Date]

Property Address: [Full Property Address]

Subject: Receipt for Additional Roommate Security Deposit

Dear [New Roommate Name],

This letter serves as a formal receipt for the security deposit payment received on [Date Payment Received] in the amount of \$[Amount].

This payment has been received from [New Roommate Name] to be held as an additional security deposit for the lease agreement at the property address listed above. This deposit will be held in accordance with the terms of the original lease agreement and applicable local laws.

Payment Details:

- **Amount Received:** \$[Amount]
- **Payment Method:** [Check/Cash/Electronic Transfer]
- **Current Total Deposit for Unit:** \$[Total Amount Held for All Tenants]

The security deposit is intended to cover any potential damages to the premises, unpaid rent, or other costs as outlined in the lease agreement. This deposit will be returned, less any lawful deductions, after the termination of the lease and the complete vacancy of the unit by all tenants.

Please keep a copy of this receipt for your records.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]

Tenant Acknowledgment:

I, [New Roommate Name], acknowledge that I have paid the amount stated above as a security deposit.

Signature: _____ Date: _____