

PERMANENT HOUSING PLACEMENT VERIFICATION & SECURITY DEPOSIT AGREEMENT FORM  
PERMANENT HOUSING PLACEMENT VERIFICATION

Legal Property Owner Information:

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
If applicable, Property Management Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**CHECKS WILL BE MADE PAYABLE TO LEGAL PROPERTY OWNER OR PROPERTY MANAGEMENT COMPANY.**

Terms of the Lease:

Tenants(s') Names: \_\_\_\_\_ Move-in Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Total Monthly Rent: \_\_\_\_\_ Tenant's Share of First Month's Rent: \_\_\_\_\_  
Total Security Deposit: \_\_\_\_\_ Tenant's Share of Security Deposit: \_\_\_\_\_  
Are Utilities Included: Yes \_\_\_\_\_ No \_\_\_\_\_ Is the Unit Furnished: Yes \_\_\_\_\_ No \_\_\_\_\_  
Is this a Section 8 Unit: Yes \_\_\_\_\_ No \_\_\_\_\_ Is this a Low-Income Subsidized Building/Unit: Yes \_\_\_\_\_ No \_\_\_\_\_

SECURITY DEPOSIT AGREEMENT

To Be Completed By Property Owner/Lessor/Payee or Agent

I, \_\_\_\_\_, understand that the security deposit \$ \_\_\_\_\_ portion of this Federally Funded Housing Assistance Grant is subject to California Code Sec. 1950.5 and that, upon the eviction or relocation from the residence listed above by the tenant, OR in the case of the death of the intended tenant during this tenancy, I promise to return the **remainder** of any security deposit or an itemized statement of how security deposit was used to the "Housing Assistance Account" on behalf of the tenant.

**NOTE: THESE FUNDS ARE NOT TO BE RETURNED TO TENANT FOR ANY REASON AT ANY TIME**

\*California law requires a deposit be refunded or an itemized statement be provided within 21 days of tenant vacating the property.\*

**PLEASE RETURN SECURITY REFUNDS TO:  
"HOUSING ASSISTANCE"  
P.O. Box #109-171  
1049 Havenhurst Drive  
West Hollywood, CA 90046**

Owner/Designee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information Verified by Housing Specialist/Case Manager: Yes \_\_\_\_\_ No \_\_\_\_\_

To Be Completed By Tenant:

I, \_\_\_\_\_, acknowledge and understand my right under Sec. 1950.5 of the California Civil Code to a return of the remainder of any security deposit associated with my tenancy after any deductions made for unpaid rent, damage to the unit, or cleaning of the unit upon termination of the tenancy. I consider the return of any remaining security deposit to the "Household Account" as fulfilling this right and further waive any right to claim a personal refund. I understand that my security deposit is **NOT** to be used for last month's rent.

*Note: Use of these funds may be revoked at any time, if tenant does not comply w/t current guidelines.*

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_