

Rental deposit receipt and evidence

Keep deposit payments, advance rent, proposed deductions, and refunds in separate records. Use the agreed terms and supporting evidence.

Property: [address]. Agreement: [reference / date]. Landlord: [name]. Tenant: [name]. Receipt number: [reference].

Payment type	Amount RM	Date and payment reference
Security deposit	[Amount]	[Date / reference]
Utility deposit	[Amount]	[Date / reference]
Other refundable deposit	[Amount / purpose]	[Date / reference]
Advance rent	[Amount / rental period]	[Date / reference]

Received by: [name / authority]. Payer: [name]. Payment method: [method]. Receipt issued on: [date].

Refund term: [clause and agreed date or procedure]. Final utility bill procedure: [details].

One record for each proposed deduction

Record	Detail
Item and proposed amount	[Item] / RM [amount]
Relevant agreement term	[Clause and agreed responsibility]
Arrival and return evidence	[Inventory / photographs / dates]
Cause and cost evidence	[Explanation / invoice or quotation]
Tenant response	[Response / date]
Status and next action	[Agreed / disputed / further evidence]

An invoice supports a cost amount. It does not, by itself, establish liability for that amount.

Keep disputed amounts separate from agreed amounts. Record the basis for each proposed retention and seek advice where necessary.

Deposit reconciliation and refund request

Property: [address]. Tenant: [name]. Return date: [date]. Statement date: [date]. Currency: RM.

Statement item	Amount or reference
Refundable deposits received	RM [amount]
Deposits already returned	RM [amount / date / reference]
Agreed deductions	RM [amount / item references]
Proposed disputed deductions	RM [amount / item references]
Proposed temporary retention	RM [amount / basis / review date]
Balance calculation	[Show the calculation and dispute status]
Refund paid	RM [amount / date / payment reference]

Fictional arithmetic example

Assume a security deposit of RM1,000 and a utility deposit of RM200. Assume agreed deductions of RM80 and RM40.

$RM1,000 + RM200 - RM80 - RM40 = RM1,080$. No earlier refund or further retention applies in this example.

The example explains the arithmetic. It does not establish a right to either deduction.

Original refund request sample

To: [name]. Date: [date]. Property and agreement: [references].

I returned possession on [date]. I paid refundable deposits of RM [amount]. I received RM [amount] on [date].

Please provide the deposit statement and supporting records for each proposed deduction. The relevant refund term is clause [number].

My proposed balance is RM [amount], calculated as [calculation]. My supporting records are [references].

Please respond by [requested date]. This requested date does not replace the agreement or a legal deadline.

Sender: [name / contact]. Delivery method and evidence: [details]. Obtain advice on disputed rights or formal legal notices.

Guide: propcashflow.my/blog/rental-deposit-refund-malaysia-law/