

## MO-2      Equipment/Rec. Room Security Deposit Log

This form is kept in the office to record temporary deposits for loaning equipment to residents such as vacuum cleaners, shampooers, etc. It can also be used to record cleaning deposits for use of the recreation room. These types of deposits should not be deposited unless damage is done or the equipment not returned.

In normal circumstances, the resident will write a check for the deposit in the amount listed below. The manager signs *form MO-2* and holds the check in the cash drawer. When the equipment is returned, the manager gives the resident his check back and the resident signs *form MO-2* signifying he received the check back.

### STANDARD SCHEDULE OF DEPOSITS

Equipment	\$10.00
Recreation Hall	\$50.00