

[Property Management Name/Landlord Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Tenant Name]
[Forwarding Address or Last Known Address]
[City, State, Zip Code]

Final Account Balance and Move-Out Statement

Property Address: [Rental Property Address]
Move-Out Date: [Date Tenant Vacated]
Lease End Date: [Official Lease End Date]

Security Deposit Summary

Security Deposit Amount Held: \$[Amount]

Charges and Deductions

- Unpaid Rent: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repairs (Beyond normal wear and tear): \$[Amount]
- Utility Balances: \$[Amount]
- Other Charges ([Specify]): \$[Amount]

Total Deductions: \$[Total Amount]

Final Balance

Net Amount [To Be Refunded / Due to Landlord]: \$[Final Amount]

Instructions

[Check Option A or B]

[] **Option A (Refund):** A check for the remaining balance is enclosed with this statement.

[] **Option B (Balance Due):** Please remit the total balance due of \$[Amount] by [Due Date]. Payments can be made via [Payment Method]. Failure to pay may result in further collection actions.

If you have any questions regarding this statement, please contact [Contact Name] at [Phone Number/Email] within [Number] days of receipt.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]