

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: Security Deposit Itemization and Final Statement

Property Address: [Rental Property Address]

Lease End Date: [Date]

Dear [Tenant Name],

This letter serves as a final accounting of your security deposit regarding the property listed above. Below is a detailed itemization of the deposit funds and any deductions made for unpaid rent, cleaning, or repairs beyond normal wear and tear.

Description	Credit (+)	Charge (-)
Security Deposit Received	[\$Amount]	
Pet Deposit (if applicable)	[\$Amount]	
Unpaid Rent		[\$Amount]
Cleaning Fees		[\$Amount]
Repairs: [Description of Repair]		[\$Amount]
Repairs: [Description of Repair]		[\$Amount]
Outstanding Utilities		[\$Amount]
TOTALS	[\$Total Credits]	[\$Total Charges]

Final Balance Summary:

- Total Deposit Held: [\$Total Credits]
- Total Deductions: [\$Total Charges]
- **Net Amount [Refunded/Owed]: \$[Balance]**

[Select one option below]

[Option 1: Refund Due] Please find a check enclosed in the amount of \$[Amount] for your remaining balance.

[Option 2: Balance Owed] Our records show a remaining balance of \$[Amount] owed to the landlord. Please remit payment in full by [Date] to avoid further collection action.

If you have any questions regarding this statement, please contact me in writing at [Landlord Email or Address].

Sincerely,

[Landlord/Manager Name]
[Phone Number]
[Email Address]