

Date: [Date]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Property Address: [Rental Property Address]

Lease End Date: [Date Lease Ended]

Final Security Deposit Accounting

Dear [Tenant Name],

This letter serves as the final accounting of your security deposit held by [Landlord/Company Name] for the property listed above.

Description	Amount
Total Security Deposit Received	[\$Amount]
Interest Earned (if applicable)	[\$Amount]
Total Credits	[\$Total Credits]

Deduction Description	Amount
Unpaid Rent/Late Fees	[\$Amount]
Cleaning Charges	[\$Amount]
Repairs (Beyond normal wear and tear)	[\$Amount]
Other: [Description]	[\$Amount]
Total Deductions	[\$Total Deductions]

Total Amount Refunded: \$[Refund Amount]

Total Amount Owed to Landlord: \$[Owed Amount]

[Select one:]

- Please find the check for your refund enclosed with this letter.
- Please remit payment for the balance owed within [Number] days of receipt of this letter.

If you have any questions regarding these deductions, please contact [Name] at [Phone/Email].

Sincerely,

[Landlord Signature]

[Printed Name]
[Phone Number]