

Date: [Date]

Property Address: [Rental Property Address]

Tenant Name: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

Itemized Deduction Statement

Dear [Tenant Name],

In accordance with the terms of your lease agreement and local landlord-tenant laws, this letter serves as an itemized statement regarding the disposition of your security deposit.

Description of Cleaning/Repair	Reason for Deduction	Cost
[Item 1, e.g., Professional Carpet Cleaning]	[Excessive staining/dirt]	[\$[0.00]]
[Item 2, e.g., Wall Repair and Painting]	[Holes larger than nail size/scuffs]	[\$[0.00]]
[Item 3, e.g., General Unit Cleaning]	[Trash removal/kitchen cleaning]	[\$[0.00]]
[Item 4, e.g., Replacement of Broken Blinds]	[Damage beyond wear and tear]	[\$[0.00]]
Total Deductions:		[\$[0.00]]

Security Deposit Received: \$[0.00]

Total Deductions: -[\$[0.00]]

Remaining Balance (Refunded): \$[0.00]

[Choose one: The check for the remaining balance is enclosed / The remaining balance has been sent via electronic transfer / A balance is still owed to the landlord.]

If you have any questions regarding these deductions, please contact me in writing at [Your Email/Address].

Sincerely,

[Landlord/Manager Name]

[Phone Number]