

ITEMIZED DEDUCTION STATEMENT

Date: [Date]

Property Address: [Rental Property Address]

Tenant Name(s): [Tenant Name(s)]

Forwarding Address: [Tenant Forwarding Address]

Security Deposit Summary:

- Total Security Deposit Received: \$[Amount]
- Interest Earned (if applicable): \$[Amount]
- **Total Deposit Credit: \$[Total Credit Amount]**

Itemized Deductions for Unpaid Rent and Fees:

Description of Charge	Period Covered / Date Incurred	Amount Due
Unpaid Rent	[Start Date] to [End Date]	\$[Amount]
Late Fees	[Date(s) Applied]	\$[Amount]
Unpaid Utilities	[Utility Type/Period]	\$[Amount]
Other Fees (Legal/Notice/NSF)	[Description]	\$[Amount]
TOTAL DEDUCTIONS		\$[Total Deductions]

Final Balance:

Total Deposit Credit: \$[Total Credit Amount]

Minus Total Deductions: - \$[Total Deductions]

[Refund Due / Balance Owed]: \$[Final Amount]

[If refund due: A check for the remaining balance is enclosed with this statement.]

[If balance owed: Please remit the remaining balance of \$[Amount] to the landlord address below by [Due Date] to avoid further collection actions.]

Landlord/Agent Signature: _____

Landlord Name: [Landlord Name]

Address: [Landlord Mailing Address]

Phone: [Landlord Phone Number]