

Date: [Insert Date]

To:

[Tenant Name]
[Forwarding Address]
[City, State, Zip Code]

From:

[Property Manager/Company Name]
[Property Address]
[City, State, Zip Code]

Subject: Final Security Deposit Settlement Statement

Dear [Tenant Name],

This letter serves as the final decision regarding the security deposit held for the property located at [Rental Property Address]. Following your move-out on [Move-out Date], a final inspection was conducted to assess the condition of the unit.

Security Deposit Summary:

- Original Security Deposit Amount: \$[0.00]
- Other Deposits (Pet, etc.): \$[0.00]
- **Total Deposit Held: \$[0.00]**

Itemized Deductions:

Description of Repair/Cleaning	Reason for Charge	Amount
[e.g., General Cleaning]	[e.g., Unit not cleaned to move-in standard]	\$[0.00]
[e.g., Wall Repair]	[e.g., Large holes in living room]	\$[0.00]
[e.g., Unpaid Utilities]	[e.g., Final water bill]	\$[0.00]
Total Deductions:		\$[0.00]

Final Disposition:

- Total Deposit Amount: \$[0.00]
- Minus Total Deductions: - \$[0.00]
- **Total Amount Refunded: \$[0.00]**

[Select one option below]

[Option A: A check for the remaining balance is enclosed with this letter.]

[Option B: Please note that the deductions exceed the security deposit. An outstanding balance of \$[0.00] is due by [Date].]

If you have any questions regarding these charges, please submit your inquiry in writing to [Email Address/Mailing Address] within [Number] days of receipt of this notice.

Sincerely,

[Authorized Signature]

[Printed Name]

[Property Management Company Name]