

**Date:** [Date]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Property Address:** [Rental Property Address]

**Lease End Date:** [Date]

## Security Deposit Disposition Statement

Dear [Tenant Name],

This letter serves as a formal statement regarding the inspection of the premises and the final disposition of your security deposit.

Description	Amount
Total Security Deposit Received	[\$[0.00]]
Interest Earned (if applicable)	[\$[0.00]]
<b>Total Deposit Credits</b>	<b>[\$[0.00]]</b>

### Deductions

Item/Reason for Deduction	Amount
Unpaid Rent	[\$[0.00]]
Cleaning Fees	[\$[0.00]]
Repairs (beyond normal wear and tear)	[\$[0.00]]
Outstanding Utility Charges	[\$[0.00]]
Other: [Description]	[\$[0.00]]
<b>Total Deductions</b>	<b>[\$[0.00]]</b>

### Final Balance

**Total Amount to be Returned: \$[0.00]**

[Select one option below]

- Enclosed is a check for the remaining balance of your security deposit.

- The total deductions exceed your deposit. Please pay the remaining balance of \$[0.00] by [Date].

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

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]

[Phone Number]