

Date: [Current Date]

To: [Tenant Name]

Forwarding Address: [Tenant's New Address or Last Known Address]

Property Address: [Rental Property Address]

Subject: Final Security Deposit Disposition and Abandoned Property Notice

Dear [Tenant Name],

This letter serves as the final statement regarding your security deposit and the items left behind at the property listed above following your departure on [Date].

1. Security Deposit Statement:

- Total Security Deposit Received: \$[Amount]
- Less Unpaid Rent: - \$[Amount]
- Less Cleaning Fees: - \$[Amount]
- Less Repair Costs (see attached receipts): - \$[Amount]
- **Total Amount Refunded: \$[Amount]**

[Check one of the following]

A check for the remaining balance is enclosed.

No refund is due; a balance of \$[Amount] is currently owed to the landlord.

2. Abandoned Property Notice:

The following items were found remaining on the premises: [List items or "See attached inventory"].

According to state and local laws, these items are being treated as abandoned. You have [Number] days from the date of this notice to claim these items. If they are not retrieved by [Deadline Date], the items will be disposed of, sold, or donated as permitted by law.

Please contact [Landlord/Manager Name] at [Phone Number] immediately to arrange for the collection of your property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]