

Date: [Date]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Property Address: [Rental Property Address]

FINAL SECURITY DEPOSIT DISPOSITION

Dear [Tenant Name],

This letter serves as the final statement regarding your security deposit for the property listed above. Based on the move-out inspection and the terms of your lease agreement, the following accounting has been determined:

DEPOSIT SUMMARY:

- Security Deposit Amount Received: \$[Amount]
- Other Deposits (Pet/Cleaning): \$[Amount]
- **Total Credits: \$[Total Credits]**

DEDUCTIONS:

- Unpaid Rent: \$[Amount]
- Cleaning Charges: \$[Amount]
- Damage Repairs (Excluding wear and tear): \$[Amount]
- Unpaid Utilities: \$[Amount]
- Other (Late fees/keys): \$[Amount]
- **Total Deductions: \$[Total Deductions]**

TOTAL BALANCE OWED: \$[Balance Owed Amount]

After applying your security deposit to the outstanding charges, there remains a balance due. Please submit payment in the amount of **\$[Balance Owed Amount]** to the address listed below within [Number] days of receipt of this notice.

Remit Payment To:

[Landlord/Company Name]

[Payment Address]

[City, State, Zip Code]

Failure to pay this balance or contact us to arrange a payment plan may result in further legal action or the referral of this account to a collection agency.

Sincerely,

[Landlord Signature]

[Landlord Name]

[Phone Number]

[Email]