

Date: [Current Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

FINAL SECURITY DEPOSIT DISPOSITION

Property Address: [Rental Property Address]

Tenancy End Date: [Date of Eviction/Move-out]

This letter serves as the final accounting of your security deposit following the termination of your lease via eviction. Below is a summary of the funds held and the deductions made:

Description	Credit (+)	Debit (-)
Security Deposit Amount Received	[\$Amount]	
Unpaid Rent (Period: [Dates])		[\$Amount]
Legal/Eviction Filing Fees		[\$Amount]
Cleaning Charges		[\$Amount]
Repairs/Damages (beyond normal wear and tear)		[\$Amount]
Other: [Description]		[\$Amount]
Totals	[\$Total Credits]	[\$Total Debits]

FINAL BALANCE: \$[Calculation of Credits minus Debits]

[Choose one of the following options:]

[Option A: Refund Due]

Please find a check enclosed for the remaining balance of your security deposit.

[Option B: Balance Owed]

The deductions exceed your security deposit. Please remit the remaining balance of \$[Amount] to the landlord's address listed above within [Number] days to avoid further legal action or collection efforts.

If you have any questions regarding these charges, please submit them in writing to the address provided above.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]