

[Date]
[Landlord/Manager Name]
[Address]
[City, State, Zip Code]

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

Security Deposit Disposition Notice

Re: Property located at [Rental Property Address]

Dear [Tenant Name],

This letter serves as the final statement regarding the disposition of your security deposit and pet deposit for the lease term ending on [Move-out Date].

Total Deposit Received: \$[Amount]
Total Pet Deposit Received: \$[Amount]
Total Deposits Held: \$[Total Amount]

Itemized Deductions for Pet-Related Damages:

Description of Damage/Service	Amount Withheld
[e.g., Professional Carpet Cleaning/Deodorizing]	[\$[Amount]]
[e.g., Repair of scratched door frame]	[\$[Amount]]
[e.g., Replacement of damaged window blinds]	[\$[Amount]]
[e.g., Treatment for flea infestation]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Net Refund Amount: \$[Total Deposit minus Total Deductions]

[Select one of the following:]

- A check for the remaining balance is enclosed with this letter.
- The remaining balance has been issued via [Electronic Payment Method].
- The total cost of repairs exceeds your deposit. Please pay the remaining balance of \$[Amount] by [Date].

Documentation and receipts for the repairs listed above are attached for your records.

Sincerely,

[Signature]
[Printed Name]
[Phone Number]