

Date: [Date]

Property Address: [Full Property Address]

**TO:** [Departing Roommate Name]

**FROM:** [Landlord/Property Manager Name]

## Final Security Deposit Disposition

This letter serves as the final statement regarding the security deposit for [Departing Roommate Name], who has officially vacated the premises and has been released from the lease agreement as of [Date of Departure].

### DEPOSIT ACCOUNT SUMMARY:

- Original Total Security Deposit Held: \$[Amount]
- Pro-rated Share for Departing Roommate: \$[Amount]

### DEDUCTIONS:

Description of Charge	Amount
Unpaid Rent/Utilities	[\$Amount]
Cleaning Fees	[\$Amount]
Damages (Beyond normal wear and tear)	[\$Amount]
Other: [Description]	[\$Amount]
<b>Total Deductions:</b>	<b>[\$Total Deductions]</b>

### SETTLEMENT:

- Total Refund Amount: \$[Final Refund Amount]

The refund check is enclosed herewith. By accepting this payment, the departing roommate acknowledges the termination of their interest in the security deposit held for the aforementioned property.

Remaining tenants [Remaining Roommate Names] continue to be responsible for the full security deposit balance currently held on file.

Sincerely,

[Signature]

[Landlord/Manager Printed Name]

[Contact Information]