

**Date:** [Date]  
**From:** [Landlord/Property Manager Name]  
**Address:** [Landlord Address]

**To:** [Tenant Name]  
**Forwarding Address:** [Tenant Forwarding Address]

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## NOTICE OF SECURITY DEPOSIT ITEMIZATION AND BALANCE DUE

**Property Address:** [Rental Property Address]  
**Lease Termination Date:** [Move-out Date]

Dear [Tenant Name],

This letter serves as an itemized statement regarding your security deposit for the property listed above. After reviewing the condition of the premises and your final account balance, it has been determined that the costs for repairs and/or outstanding fees exceed your security deposit amount.

### Security Deposit Summary:

- Total Security Deposit Held: \$[Amount]
- Pet Deposit (if applicable): \$[Amount]
- Other Deposits: \$[Amount]
- **Total Credits: \$[Total Credits]**

### Itemized Deductions:

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

**FINAL BALANCE DUE: \$[Remaining Balance]**

Please remit the balance due of \$[Remaining Balance] to the address listed above by [Due Date, e.g., 14 or 30 days from now]. Payment should be made via [Accepted Payment Method, e.g., Cashier's Check, Money Order].

Failure to pay the outstanding balance or contact us to arrange a payment plan by the date specified may result in further action, including the involvement of a collection agency or legal proceedings.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]