

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

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

# Security Deposit Itemization Statement

**Property Address:** [Rental Property Address]

**Lease End Date:** [Date]

Dear [Tenant Name],

This letter serves as an itemized statement regarding the security deposit held for the tenancy at the property listed above. Below is a breakdown of the original deposit amount and any deductions made for repairs, cleaning, or unpaid fees.

Description	Amount
Original Security Deposit Received	[\$[Amount]]
Minus: Unpaid Rent	-\$[Amount]
Minus: Cleaning Charges	-\$[Amount]
Minus: Repairs (beyond normal wear and tear)	-\$[Amount]
Minus: Other Fees (Specify: [Type])	-\$[Amount]
<b>Total Refund Amount</b>	<b>[\$[Total]]</b>

## Notes on Deductions:

[Insert brief explanation of repairs or cleaning required, e.g., "Professional carpet cleaning due to pet stains" or "Repair of hole in bedroom wall"].

[Select one:]

- A check for the remaining balance of \$[Total] is enclosed with this letter.
- The remaining balance of \$[Total] has been transferred to your account via [Payment Method].
- The total cost of repairs exceeds the security deposit; an invoice for the remaining balance of \$[Amount] is attached.

If you have any questions regarding this statement, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]