

Date: [Date]

To:

[Tenant Name]

[Tenant's New Address]

[City, State, Zip Code]

From:

[Landlord/Manager Name]

[Address]

[Phone Number]

Subject: Security Deposit Disposition Statement

Property Address: [Rental Property Address]

Lease Termination Date: [Date Tenant Moved Out]

DEPOSIT ACCOUNT SUMMARY:

Original Security Deposit Amount: \$[0.00]

Pet Deposit (if applicable): \$[0.00]

Other Deposits: \$[0.00]

Total Deposit Held: \$[0.00]

ITEMIZED DEDUCTIONS:

- Unpaid Rent: \$[0.00]
- Cleaning Charges: \$[0.00]
- Repairs (Beyond normal wear and tear): \$[0.00]
- Outstanding Utilities: \$[0.00]
- Other (Specify: [Description]): \$[0.00]

Total Deductions: \$[0.00]

FINAL BALANCE:

Total Refund Amount: \$[0.00]

OR

Amount Owed to Landlord: \$[0.00]

COMMENTS:

[Insert notes regarding specific damages or receipts attached]

Sincerely,

[Signature]

[Printed Name]