SECURITY DEPOSIT RETURN LETTER

Itemized statement of deductions

Date: _____ Rental property: _____

To (former tenants): _____ Forwarding address: _____

From (landlord): _____ Move-out date: _____

Dear _____:

This letter accounts for the security deposit you paid for _____. You moved out on _____. Below is an itemized list of each amount deducted from the deposit and the reason for it, followed by the balance.

ITEMIZED DEDUCTIONS

NO.	DESCRIPTION OF CHARGE	AMOUNT
1		
2		
3		
4		
5		
6		
	Total deductions	

DEPOSIT ACCOUNTING

ITEM	AMOUNT
Security deposit received	_____
Interest on the deposit (if any)	_____
Less total deductions	_____
Amount refunded to tenant	_____
Balance owed by tenant	_____

The refund shown above is sent (check one):

☐ Check no. _____

☐ Money order

☐ Electronic transfer or direct deposit (reference _____)

☐ No refund is due. The balance owed by the tenant is shown above.

☐ Copies of receipts, invoices or estimates supporting the deductions are enclosed.

If you have questions about any deduction, contact _____ at _____.

State law on deposit returns: _____

Landlord or agent signature

Date

Made free at make.lease/forms/security-deposit-return-letter