

SECURITY DEPOSIT RETURN LETTER

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SECURITY DEPOSIT RETURN LETTER

Date: [DATE]

From (Landlord): [LANDLORD NAME / ADDRESS]

To (Tenant): [TENANT NAME / FORWARDING ADDRESS]

Re: Security deposit for [RENTAL ADDRESS], tenancy ending [MOVE-OUT DATE].

1. Deposit Summary

Original security deposit amount:

\$ _____ : _____

2. Itemized Deductions

Item 1 — description / reason: \$ _____ : _____

Item 2 — description / reason: \$ _____ : _____

Item 3 — description / reason: \$ _____ : _____

Total deductions: \$ _____ (receipts attached): _____

3. Amount Returned

Deposit minus deductions = \$ _____ (check enclosed): _____

4. Basis for Deductions

Deductions reflect unpaid rent, damage beyond normal wear and tear, and/or cleaning to restore the unit to move-in condition, as permitted by the lease and applicable state law. Ordinary wear and tear has not been charged.

5. Signature

Landlord signature / date: _____

INSTRUCTIONS FOR USE

Complete the bracketed fields, delete anything that does not apply, sign where required, and keep with your records. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.