Security Deposit Itemization Letter

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Fill in the deduction worksheet at the end first, from the signed move-in and move-out inspections, then carry each deduction onto this letter. Send it to the resident's forwarding address inside your state's deadline, with any balance owed to them, and complete the delivery record on the day you send it. Keep a copy of everything.

PROPERTY AND RESIDENT

PROPERTY ADDRESS

UNIT OR ROOM

DATE OF THIS LETTER (MM/DD/YYYY)

EVERY RESIDENT NAMED ON THE LEASE

FORWARDING ADDRESS THE RESIDENT GAVE

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

THE TENANCY

MOVE-IN DATE (MM/DD/YYYY)

MOVE-OUT DATE (MM/DD/YYYY)

KEYS RETURNED ON (MM/DD/YYYY)

DAYS YOUR STATE ALLOWS TO RETURN IT

DEADLINE FALLS ON (MM/DD/YYYY)

This letter is the itemized statement of your Security Deposit for the property above. It lists each amount kept from the deposit, the reason for it, and the amount being returned to you. Ordinary wear from living in the property normally has not been charged.

SECURITY DEPOSIT HELD

SECURITY DEPOSIT PAID

INTEREST, IF YOUR STATE REQUIRES IT

TOTAL HELD

ITEMIZED DEDUCTIONS FOR CLEANING AND DAMAGE

WHAT WAS CHARGED AND WHY	ROOM OR AREA	PHOTO OR RECEIPT	AMOUNT
Total for cleaning and damage			

RENT OR FEES STILL OWED, TAKEN FROM THE DEPOSIT

List here only rent or fees from the tenancy that you are taking from the deposit, and only where your lease and your state allow it. Anything still owed that you are not taking from the deposit stays owed and does not belong on this table.

RENT OR FEE, AND THE PERIOD IT COVERS	DUE DATE (MM/DD/YYYY)	AMOUNT
Total rent and fees taken		

SUMMARY

LINE	AMOUNT
Total held (from above)	
Less: total for cleaning and damage	
Less: total rent and fees taken	
Amount being returned to you	
Amount you still owe, if deductions are more than the deposit	

HOW THE AMOUNT OWED TO YOU IS BEING SENT

- ☐ Check mailed to the forwarding address
- ☐ Money order
- ☐ Another method the lease allows
- ☐ Bank transfer
- ☐ Cash, with a signed receipt
- ☐ Nothing is owed to you

AMOUNT SENT _____ **SENT ON (MM/DD/YYYY)** _____ **CHECK OR REFERENCE NUMBER** _____

If you have a question about any item on this letter, contact us using the phone or email above. Copies of the photos, receipts and estimates listed are available on request.

LANDLORD OR MANAGER SIGNATURE _____ **PRINTED NAME** _____ **DATE (MM/DD/YYYY)** _____

DEDUCTION WORKSHEET — YOUR COPY, NOT SENT TO THE RESIDENT

One row per item. Copy the move-in condition from the signed move-in checklist and the move-out condition from the move-out inspection, decide whether the change is ordinary wear or damage, and write down what the amount is based on. Only rows marked damage, or cleaning beyond what the property needed at move-in, carry over to the letter.

ITEM	AT MOVE-IN	AT MOVE-OUT	WEAR OR DAMAGE	BASED ON	AMOUNT
Total carried to the letter					

BEFORE YOU SEND IT

- ☐ The letter goes out before your state's deadline, counted the way your state counts it
- ☐ Every deduction has a reason and a photo, receipt or estimate behind it
- ☐ Nothing charged is ordinary wear from living in the property normally
- ☐ Interest is included if your state or city requires it
- ☐ Rent or fees are taken from the deposit only where the lease and state law allow it
- ☐ It is addressed to the forwarding address the resident gave, or their last known address

DELIVERY RECORD — COMPLETE ON THE DAY IT IS SENT

- ☐ Mailed to the forwarding address (keep the receipt)
- ☐ Hand delivered to the resident
- ☐ Sent by certified mail (keep the receipt)
- ☐ Sent by email or another method the lease allows

SENT ON (MM/DD/YYYY) _____

SENT BY _____

TRACKING OR RECEIPT NUMBER _____

SENT TO (ADDRESS OR EMAIL) _____

NOTES ON DELIVERY _____