FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

Security Deposit Return Letter

ITEMIZED ACCOUNTING OF YOUR SECURITY DEPOSIT

To (tenant names): _____

Forwarding address: _____

Rental property and unit: _____

Move out date: _____ **Keys returned on:** _____

Here is the accounting of your security deposit for the property above.

Security deposit received	+ $ _____
Interest owed (if your state requires it)	+ $ _____

Deduction	Reason (damage, unpaid rent or other charge)	Cost ($)
1.		
2.		
3.		
4.		

Total deductions	- $ _____
Amount returned to you	**$** _____
Balance you still owe, if any	$ _____

Refund sent by: ☐ Check ☐ Zelle or ACH ☐ Other

Check number or reference: _____ **Date sent:** _____

Attached: ☐ Receipts or invoices ☐ Move in and move out photos ☐ Estimates

Questions? Contact me at the phone number or email above.

Landlord signature: _____ **Date:** _____

Printed name: _____

DELIVERY RECORD (KEEP A COPY)

☐ First class mail ☐ Certified mail ☐ Hand delivered ☐ Email (if allowed)

Date delivered: _____ **Delivered by:** _____

Instructions for the landlord

Keep this page. Do not send it to the tenant.

RULES TO FOLLOW

- Do not deduct for normal wear and tear, such as faded paint or light carpet wear.
- List each deduction with its reason and cost, and attach receipts, invoices or estimates where you can.
- Send the letter to the forwarding address the tenant gave you.

DEADLINES IN SOME STATES

- New York: 14 days after the tenant moves out.
- California: 21 days.
- Texas: 30 days.
- Florida: 15 days if you keep nothing, or a claim notice by certified mail within 30 days using the wording in Fla. Stat. 83.49(3).

FREE GUIDE

Rules in every state: simplerentledger.com/security-deposit-return-letter/