\_\_\_\_\_\_\_\_\_\_\_

Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your lease [ ]  ended [ ]  was terminated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This letter is to address the security deposit you provided on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_ ([ ]  currently $\_\_\_\_\_\_\_\_\_ with interest). This security deposit was provided as a result of the lease you signed on the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ for the premises located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

After a thorough inspection of the property and review of the rent ledger, the following deductions were made in accordance with the above-referenced lease agreement.

Past Due Rent $\_\_\_\_\_\_ (from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Late Fees $\_\_\_\_\_\_

Other Fees $\_\_\_\_\_\_

Flooring $\_\_\_\_\_\_

Walls $\_\_\_\_\_\_

Ceiling $\_\_\_\_\_\_

Windows $\_\_\_\_\_\_

Doors $\_\_\_\_\_\_

Appliances $\_\_\_\_\_\_

Outdoor Area $\_\_\_\_\_\_

Cleaning $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

**Amount Due to Owner $\_\_\_\_\_\_**

**Tenant’s Balance $\_\_\_\_\_\_**

Attached is payment for the balance of your security deposit as well as a supporting documentation for any deductions for damages or unpaid rent/fees. If you have any questions or concerns regarding the content of this letter, feel free to call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name