

# Indiana Security Deposit Return Letter

General template, not legal advice. Have a Indiana attorney review before use. Last reviewed October 29, 2026.

Send this statement to the tenant's forwarding address (or last known address) within your state's deadline, with the refund or a demand for any balance. Keep a copy, the move-in and move-out checklists, photos, and the receipts or estimates behind each deduction.

Return deadline in Indiana: The landlord must return the deposit, less lawful deductions, with a written itemized notice no later than 45 days after the lease ends and the tenant gives up possession. (IC 32-31-3-12 and IC 32-31-3-14)

Itemization rules in Indiana: The itemized list must show the estimated repair cost for each damaged item, and a landlord who fails to send it is treated as agreeing that no damages are due and must refund the full deposit. (IC 32-31-3-14 and IC 32-31-3-15)

## Statement of security deposit

Date of statement

Tenant name or names

Forwarding address

Rental property address and unit

Lease start date

Date the tenant moved out and returned keys

## 1. Deposit held

| Item                                    | Amount |
|-----------------------------------------|--------|
| Security deposit paid                   |        |
| Pet deposit or other refundable deposit |        |
| Interest earned, if required            |        |
| Total held                              |        |

Deposit interest: \_\_\_\_\_ (check the rule in Indiana)

## 2. Deductions

Deductions are limited to unpaid rent and other amounts owed under the lease, and to cleaning and repairs needed to return the home to its move-in condition, apart from normal wear and tear.

| Item and location      | Why it was charged | Cost | Proof attached (receipt, invoice, estimate, photo) |
|------------------------|--------------------|------|----------------------------------------------------|
| Unpaid rent for period |                    |      |                                                    |
|                        |                    |      |                                                    |
|                        |                    |      |                                                    |
|                        |                    |      |                                                    |
|                        |                    |      |                                                    |
| Total deductions       |                    |      |                                                    |

Where repair work is not yet finished, the charge above is a good faith estimate. We will send the final invoice and adjust the amount within \_\_\_\_\_ (Number of days) days if your state requires it.

## 3. Result

|                        | Amount |
|------------------------|--------|
| Total held             |        |
| Less total deductions  |        |
| Refund due to tenant   |        |
| Balance owed by tenant |        |

- ☐ A refund of \$\_\_\_\_\_ (Refund amount) is enclosed by check number \_\_\_\_\_ (Check number) or was sent by \_\_\_\_\_ (Payment method) on \_\_\_\_\_ (Date sent).
- ☐ Deductions exceed the deposit. Please pay the balance of \$\_\_\_\_\_ (Balance owed) by \_\_\_\_\_ (Due date) to \_\_\_\_\_ (Payment address or portal).

If you have questions about any item, contact \_\_\_\_\_ (Contact name) at \_\_\_\_\_ (Phone and email).  
If you disagree with a deduction, please tell us in writing and include any photos or records you have.

Penalty for late or improper return in Indiana: A landlord who does not follow the notice and refund rules owes the tenant the part of the deposit withheld plus reasonable attorney fees and court costs. (IC 32-31-3-16)

\_\_\_\_\_  
Landlord or agent signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Mailing record

Date mailed

Method (first class, certified, other)

\_\_\_\_\_  
Tracking number

\_\_\_\_\_  
Mailed by

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