# New York Security Deposit Return Letter

General template, not legal advice. Have a New York 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 New York: The landlord must return the deposit, minus lawful deductions, within 14 days after the tenant moves out. (General Obligations Law section 7-108)

> Itemization rules in New York: Any deductions must be listed in an itemized statement sent within the same 14 days, and a tenant who asks may get a pre move out inspection to fix problems first. (General Obligations Law section 7-108)

## 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 in New York: In buildings with six or more units, the deposit must earn interest for the tenant, and the landlord may keep 1 percent a year as an administrative fee. (General Obligations Law section 7-103)

## 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 New York: A landlord who misses the 14 day deadline loses the right to keep any part of the deposit, and a willful violation can bring punitive damages of up to twice the deposit. (General Obligations Law section 7-108)

Landlord or agent signature

Printed name

Date

## Mailing record

| | |
|---|---|
| Date mailed | Method (first class, certified, other) |
| Tracking number | Mailed by |

General template, not legal advice. Have a New York attorney review before use.