

Pennsylvania Security Deposit Return Letter

General template, not legal advice. Have a Pennsylvania 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 Pennsylvania: Within 30 days after the lease ends or the tenant surrenders the unit, the landlord must return the deposit or send a written list of damages with the balance. (Landlord and Tenant Act of 1951, section 512)

Itemization rules in Pennsylvania: A landlord who misses the 30 day written list loses the right to keep any part of the deposit and to sue for damages; the tenant must give a forwarding address in writing. (Landlord and Tenant Act of 1951, section 512)

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 Pennsylvania: After the second anniversary, a deposit over 100 dollars earns interest for the tenant, paid yearly, less a 1 percent administrative fee the landlord may keep. (Landlord and Tenant Act of 1951, section 511.2)

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 Pennsylvania: A landlord who fails to pay back the difference within 30 days owes double the amount by which the deposit exceeds actual damages. (Landlord and Tenant Act of 1951, section 512)

Landlord or agent signature

Printed name

Date

Mailing record

Date mailed

Method (first class, certified, other)

Tracking number

Mailed by

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