Security Deposit Return Letter

General template, not legal advice. Have an attorney in your state 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: _____ (check the rule in your state)

> Itemization rules: _____ (check the rule in your state)

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 your state)

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			

Item and location	Why it was charged	Cost	Proof attached (receipt, invoice, estimate, photo)
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: _____ (check the rule in your state)

_____

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 an attorney in your state review before use.