

Virginia Security Deposit Return Letter

General template, not legal advice. Have a Virginia 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 Virginia: The landlord must return the deposit, with a written itemized list of any deductions, within 45 days after the tenancy ends or the tenant moves out, whichever is later. (Va. Code 55.1-1226(A))

Itemization rules in Virginia: Deductions must be itemized in writing; when a third party contractor is needed for repairs, the landlord gives notice within the 45 days and has 15 more days to send the final list. (Va. Code 55.1-1226(A) and (E))

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 Virginia)

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 Virginia: If a landlord willfully fails to comply, the court orders the deposit returned and can award actual damages and reasonable attorney fees. (Va. Code 55.1-1226(E))

Landlord or agent signature

Printed name

Date

Mailing record

Date mailed

Method (first class, certified, other)

Tracking number

Mailed by

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