

SECURITY DEPOSIT RETURN LETTER AND ITEMIZED STATEMENT

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Date: [DATE]

From (Landlord): [LANDLORD LEGAL NAME], [LANDLORD ADDRESS] ("Landlord").

To (Tenant): [TENANT LEGAL NAME(S)], [TENANT FORWARDING ADDRESS] ("Tenant").

Re: Return of security deposit for the tenancy at [RENTAL PROPERTY ADDRESS, INCLUDING UNIT], [CITY, STATE, ZIP] (the "Premises"), under the lease dated [LEASE DATE] (the "Lease").

Landlord and Tenant are each a "Party" and together the "Parties."

Recitals. Tenant vacated the Premises on [MOVE-OUT DATE], ending the tenancy under the Lease. Landlord holds a security deposit paid by Tenant. This letter provides Tenant with an itemized accounting of the security deposit, identifies any lawful deductions, and transmits any refund due. Landlord intends this letter to satisfy applicable security-deposit accounting requirements in the jurisdiction where the Premises are located. This letter does not, by itself, waive any right of either Party.

1. Security Deposit and Holding

1.1 **Amount held.** Landlord received from Tenant a security deposit of \$[DEPOSIT AMOUNT] at the start of the tenancy.

1.2 **Last day of tenancy.** The tenancy ended and Tenant surrendered possession of the Premises on [MOVE-OUT DATE].

1.3 **Forwarding address.** This accounting is sent to the forwarding address Tenant provided or that is otherwise known to Landlord. Tenant should promptly notify Landlord in writing of any change of address.

2. Itemized Deductions

2.1 **Permitted purposes.** Landlord may apply the security deposit only to amounts permitted by the Lease and applicable law, which commonly include unpaid rent, repair of damage beyond ordinary wear and tear, and cleaning necessary to restore the Premises to its move-in condition (less ordinary wear and tear).

2.2 **Itemization.** Landlord deducts the following amounts:

#	Description of deduction	Amount
1	[e.g., Unpaid rent for [PERIOD]]	[\$[AMOUNT]]

2	[e.g., Repair of [DAMAGE]]	[\$[AMOUNT]]
3	[e.g., Cleaning of [AREA]]	[\$[AMOUNT]]
4	[ADDITIONAL ITEM]	[\$[AMOUNT]]
Total deductions		[\$[TOTAL DEDUCTIONS]]

2.3 Supporting documentation. Copies of receipts, invoices, or estimates supporting the deductions in Section 2.2 are **[ENCLOSED / AVAILABLE ON REQUEST]**. Some jurisdictions require that receipts or estimates be provided automatically; where that applies, Landlord encloses them.

2.4 Ordinary wear and tear excluded. Landlord has not deducted for ordinary wear and tear, which is the expected, gradual deterioration of the Premises from normal, reasonable use.

3. Calculation of Refund

3.1 Calculation. The refund due to Tenant is calculated as follows:

Line	Amount
Security deposit held	[\$[DEPOSIT AMOUNT]]
Plus interest, if required by law	[\$[INTEREST AMOUNT OR 0.00]]
Less total deductions (Section 2.2)	(\$[TOTAL DEDUCTIONS])
Refund due to Tenant	[\$[REFUND AMOUNT]]

3.2 Interest. Some jurisdictions require Landlord to pay interest on a held security deposit. Any interest required by applicable law is included above; if none is required, the interest line is \$0.00.

3.3 Balance owed by Tenant. If lawful deductions exceed the security deposit, Tenant owes Landlord the difference of **[\$[BALANCE OWED]]**, which Tenant should remit within **[NUMBER]** days. Nothing in this letter limits Landlord's right to pursue amounts that exceed the deposit, subject to applicable law.

4. Method and Timing of Refund

4.1 Refund enclosed or sent. The refund of **[\$[REFUND AMOUNT]]** is being delivered by **[CHECK ENCLOSED / ELECTRONIC TRANSFER TO ACCOUNT ON FILE / OTHER]**.

4.2 Legal deadline. Applicable law in **[STATE / LOCALITY]** sets the deadline by which Landlord must return the deposit and provide this itemized accounting after the tenancy ends. Landlord intends this letter and any enclosed refund to be delivered within that deadline. The Parties should confirm the deadline that applies, because it varies by jurisdiction.

5. Tenant's Rights and Dispute Process

5.1 Right to dispute. If Tenant disagrees with any deduction, Tenant may contact Landlord in writing at the address above to discuss the matter. The Parties will try in good faith to resolve disagreements promptly.

5.2 No waiver. Accepting the refund does not waive Tenant's right to dispute a deduction unless Tenant signs a separate, clearly worded release. This letter is not a release of claims.

5.3 Preservation of evidence. Each Party should retain copies of the move-in and move-out condition records, photographs, receipts, and this letter.

6. Wear and Tear, Cleaning, and Definitions

6.1 Ordinary wear and tear. "Ordinary wear and tear" means the expected, gradual deterioration of the Premises and its fixtures that results from normal, reasonable use over the course of the tenancy. Examples commonly treated as ordinary wear and tear include minor scuffs on walls, faded paint, lightly worn carpet in traffic areas, and small nail holes from hanging items. Landlord has not charged Tenant for ordinary wear and tear, and any deduction in Section 2.2 reflects damage, soiling, or loss beyond ordinary wear and tear.

6.2 Damage beyond wear and tear. "Damage beyond ordinary wear and tear" means harm to the Premises caused by negligence, carelessness, accident, abuse, or misuse by Tenant or Tenant's household, guests, or invitees, beyond what normal use would produce. Examples commonly treated as chargeable damage include large holes in walls, broken fixtures, pet damage, burns or stains requiring replacement, and removal of Tenant's trash or abandoned property.

6.3 Cleaning standard. Tenant was responsible for returning the Premises in the same level of cleanliness as at move-in, less ordinary wear and tear. Any cleaning charge in Section 2.2 reflects the reasonable cost of restoring that level of cleanliness and is not a charge for ordinary wear and tear.

6.4 Depreciation. Where a deduction reflects replacement of an item with a limited useful life (such as carpet or paint), Landlord has, where required by applicable law, prorated the charge to reflect the item's age and remaining useful life rather than charging the full replacement cost.

7. General Provisions

7.1 Governing law. This letter and the underlying security-deposit obligations are governed by the Lease and by the laws of the State of [STATE] and any applicable local ordinance. Security-deposit rules — including deadlines, interest, permitted deductions, and penalties for noncompliance — vary by jurisdiction and control over any inconsistent term here.

7.2 Entire accounting. This letter, together with its enclosures, is Landlord's complete itemized accounting of the security deposit for the tenancy.

7.3 No admission. Neither Landlord's decision to forgo a permitted deduction nor any statement in this letter is an admission of liability by either Party as to any other matter.

7.4 Counterparts and electronic delivery. This letter may be delivered electronically and acknowledged by electronic signature, which has the same effect as a handwritten signature.

LANDLORD. Landlord certifies that the accounting above is true and accurate to the best of Landlord's knowledge.

LANDLORD

Signature: _____

Printed name: **[NAME]**

Title: **[TITLE OR N/A]**

Date: _____

TENANT ACKNOWLEDGMENT OF RECEIPT (optional). Signing below acknowledges receipt of this letter and any enclosed refund. It is not a release of claims and does not waive Tenant's right to dispute a deduction.

TENANT

Signature: _____

Printed name: **[NAME]**

Title: **[TITLE OR N/A]**

Date: _____

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