

Security Deposit Return Letter

Please complete the form below with your information.

1. Notice Details

Identify the date and recipient of the deposit return letter.

Letter Date *

Tenant Name *

Tenant Email

Tenant Phone

2. Tenancy Details

Record the rental property and tenancy dates.

Rental Property Address *

Unit / Apartment

Move-In Date

Move-Out Date *

3. Deposit Accounting

Record the original deposit, deductions, and refund.

Original Security Deposit *

Total Deductions

Deposit Refund Amount *

4. Deductions

Document the reasons and amounts of deductions.

Deduction Details

Unpaid Rent Deduction

Damage / Repair Deduction

Cleaning Deduction

Other Deduction

5. Refund Details

Record how the refund was issued and where notices should be sent.

Refund Method *

Refund Reference

Forwarding Address

Additional Notes

6. Landlord / Property Manager

Identify the person or company issuing the letter.

Landlord / Property Manager Name *

Landlord / Property Manager Contact