



SECURITY DEPOSIT REFUND & ITEMIZATION

Date: _____

Tenant Information

Tenant Name(s): _____

Rental Property Address: _____

City/State/ZIP: _____

Lease Start Date: _____

Lease End Date: _____

Move-Out / Surrender Date: _____

Forwarding Address: _____

City/State/ZIP: _____

Security Deposit Summary

Original Security Deposit: \$ _____

Itemized Deductions

Description	Amount
Unpaid rent	\$ _____
Late fees	\$ _____
Cleaning/Trash out	\$ _____
Carpet/flooring repair or replacement	\$ _____
Painting/wall or ceiling repair	\$ _____
Repairs to fixtures/appliances	\$ _____
Yard/landscaping or exterior cleanup	\$ _____

Carpet Cleaning	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

Total Deductions: \$ _____

Refund Calculation

Total Deposit Held: \$ _____

Less Total Deductions: \$ _____

Total Refund Due to Tenant: \$ _____

Refund Delivery

Refund Method: Check / EFT / Other: _____

Check Number (if applicable): _____

Amount Refunded: \$ _____

Date Mailed / Delivered: _____

Notes

Acknowledgment

This statement is intended to summarize the security deposit disposition for the above-referenced lease.

Landlord/Manager Signature: _____

Printed Name: _____

Date: _____