Itemized Security Deposit Statement

Deduction letter
Fill-in template

Date: _____

To (tenant): _____
Forwarding address: _____
_____

Re: Security deposit for _____ (property address)

Dear _____,

Your tenancy ended and you returned possession on _____ (move-out date). This letter is the itemized statement of your security deposit.

#	Deduction (describe the damage or charge)	Room / item	Amount
1			$
2			$
3			$
4			$
5			$
6			$
7			$
8			$
9			$
10			$

Security deposit held	$
Interest owed to tenant (if your state requires it)	$
Less: total deductions above	$
Amount refunded to tenant	**$**
OR amount tenant owes beyond the deposit	**$**

Refund sent by: ☐ check # _____ ☐ electronic payment ☐ no refund due

Attached: ☐ Move-in condition report ☐ Move-out condition report ☐ Dated photos ☐ Receipts / invoices ☐ Estimates

Questions about any item? Contact me at _____ by phone or _____ by email.

Sincerely,

_____

Landlord / property manager

Delivered on _____ by ☐ mail ☐ certified mail ☐ hand delivery ☐ email (if allowed). Keep proof of the date you sent it.

Before You Send: Deposit Checklist

Landlord quick guide

- **Know your deadline.** Every state sets one, from about 14 days to 60 days after move-out, and some count from when you receive a forwarding address. Missing it can forfeit your right to keep any of the deposit, and some states add penalties of 2x or 3x. Look up your state free at **depositday.app**.
- **Itemize every charge.** Describe the damage, the room, and the cost. Lump sums invite disputes.
- **Skip normal wear and tear.** Faded paint, small nail holes, light carpet wear in walkways, and loose door handles from regular use generally can't be charged.
- **Back it up.** Keep receipts, invoices or written estimates. Some states require you to attach them. California, for example, requires receipts for deductions over $125 and photos taken after move-out.
- **Compare to move-in.** A charge is strongest when your signed move-in report shows the item was in good condition.
- **Check for interest.** Some states and cities require interest on deposits.
- **Prove when you sent it.** Certified mail or another trackable method protects you if the date is ever questioned.

Notes

General-use template, not legal advice. Deposit laws differ by state and city and change over time. Confirm the rules where your rental is located or ask a local attorney.