Saturday, May 6, 2017

To: Tenants Name

Tenants Address

Tenants City and State

From: Landlord Name

Landlord Address

Landlord City State

Property Address

Rental Period

This form explains how your security deposit is being used and whether or not you owe additional funds for damages, cleaning or unpaid rent.

1. Credits: $      Security Deposit Received
2. Deductions:
   1. $      (Insert Description, attach receipt/invoice)
   2. $      (Insert Description, attach receipt/invoice)
   3. $      (Insert Description, attach receipt/invoice)
3. Total Amount Due (choose one)

Landlord Owes Tenant $      - Check Enclosed

Tenant Owes Landlord $      - See Itemization above

Tenant’s Credits Equal Landlords deductions.