

SECURITY DEPOSIT DISPOSITION FORM

Date: _____

Vacating Resident(s)

Forwarding/Last Known Address

Name: _____

Address: _____

Move-Out Date: _____

Dear Former Resident,

This letter provides you with a written itemized list of the deductions that your landlord is applying against your Security Deposit(s). You must immediately make arrangements to pay any balance left owing the property (if applicable). If you did not provide us with a forwarding address, we mailed this Form along with your refund, if any, to your last known address which is the forwarding address of the rental unit. If you did not file a forwarding address with the United States Post Office, this Form will not be forwarded to your new address.

Was a proper written notice to vacate given (if applicable)? **Yes** **No**

Date Landlord received Tenant's notice to vacate, if any: _____

Actual date possession was returned to landlord: _____

Amounts Owed (Rent, Utilities, Damages, Interest, Court Cost, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL AMOUNT OWED	\$ _____

Itemized List of Damages (attach receipts)

_____	\$ _____
_____	\$ _____
_____	\$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____

*** (if applicable ... amounts are estimated at this time, or subject to future adjustment. When the exact amount is known, an amended statement will be sent... use *** to designate this clause)*

Amount Owed: \$ _____

Amount of Security Deposit: -\$ _____

Amount of Pet Deposit: -\$ _____

Remaining Balance Owed by Resident(s) \$ _____

Deposit Balance Due to Resident(s) \$ _____

If you have any questions or disagree with these charges, please call to schedule a meeting with your landlord. If we do not have your current address, please provide it. Retention of the deposit will not prevent the landlord from recovering any additional costs or damages. If we do not hear from you regarding the balance owed, we may seek legal or collection action against you to recover the remaining balance owed.

Sincerely,

Landlord

Date