

SECURITY DEPOSIT DISPOSITION FORM

Date: _____

Vacating Resident

Forwarding/Last Known Address

Name: _____

Address: _____

Move-Out Date: _____

Dear Former Resident,

This letter provides you with a written itemized list of the deductions management is applying against your Security Deposit. You must immediately make arrangements to pay any balance you 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 ____ day 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. _____

Other Charges Owed (Rent, Late Fees, Court Cost, etc)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL OTHER CHARGES	\$ _____

Itemized List of Other Damages (attach receipts)

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

(if applicable ... amount is 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 of Security Deposit: \$ _____

Total Deductions: \$ _____

Deposit Balance Due Resident: \$ _____

Balance Owed by Resident: \$ _____

If you have any questions or disagree with these charges, please call to schedule a meeting. If we do not have your current address, please provide it within 30 days. Retention of the deposit will not prevent Management from recovering any additional cost or damages. If we do not hear from you regarding the balance owed within 30 days we may seek legal or collection action to recover losses against you, which may include our costs of collection and any attorneys' fees incurred.

Sincerely,

Landlord

Date