SECURITY DEPOSIT DISPOSITION LETTER

(01/16)

Date

Tenant Name: Address:

Dear

The following is a list of items that were cleaned, repaired, or replaced as a result of your occupancy and the dollar amounts that are being withheld from your security deposit:

Item		Charges
Unpaid Rent		\$
Cleaning Hours at	per/hour	\$
Damages		\$
Replacement		\$
Other		\$
	Total	
Security Deposit Paid		\$
Interest earned from	to	\$
Total expenses listed above		\$
Enclosed is your refund of		\$
Amount you owe		\$

You have the right to meet with me within the next fourteen (14) days to discuss any disagreement concerning charges made against your security deposit. If you wish to meet please contact me at ______. Persons with disabilities have the right to request reasonable accommodations

to participate.

Sincerely,

Name Title