

# SECURITY DEPOSIT DISPOSITION FORM

Today's Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

**Vacating Tenant**

Name: \_\_\_\_\_

(Current Address) \_\_\_\_\_

(City) \_\_\_\_\_, (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Dear Former Tenant,**

The following is an itemization of deductions that have been applied against your Security Deposit. Any balance you left owing (if applicable) is immediately due. To receive any portion of the deposit due to you, please provide us a forwarding address. If no forwarding address is received, the remaining portion of your security deposit will be mailed to the last know address we have on record.

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

Date the landlord was notified that the unit would be becoming vacant. \_\_\_\_\_

Actual date possession was returned to landlord. \_\_\_\_\_

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

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

**List of Damages**

	\$
	\$
	\$
	\$
	\$
	\$

Security Deposit Amount: \$ \_\_\_\_\_

Total Deductions: \$ \_\_\_\_\_

Balance Due Resident: \$ \_\_\_\_\_

Balance Owed by Resident: \$ \_\_\_\_\_

Comments:

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If you have any questions or dispute the charges listed above, please call us to schedule a meeting. Please send any balance owed amount to:

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If we do not receive the balance owed within 30 days, it will be turned over for collection and we may seek legal action against you to recover losses—including both collection costs and any attorneys' fees.

Sincerely,

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date