

Security Deposit Itemization Form

To: _____

Property Address: _____

Amount of all deposits being held: \$ _____

LESS THE FOLLOWING ITEMS:

Amount of any rent owed through the day the tenant vacated: \$ _____

Amount of all future rent owed under the lease agreement
(this may be adjusted downwards if premises are re-rented) \$ _____

Other items owed pursuant to the lease agreement: \$ _____

please describe:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Unusual wear and tear to the premises: \$ _____

please itemize

_____ \$ _____

_____ \$ _____

_____ \$ _____

Reasonable Cleaning Charges \$ _____

Total of Deductions \$ _____

Balance owed to Tenant \$ _____

(or)

Balance owed to Landlord \$ _____

_____ Date _____

Landlord/Agent/Owner

If no forwarding address, mail to your vacated unit. If you are deducting \$125 or more, it is necessary to include receipts or estimates.