**Apartment Security Deposit Refund Form**

**Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**

**Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Rental Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Move-Out Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**

### **Refund Summary**

| **Item** | **Amount** | **Reason for Deduction** | **Date of Deduction** |
| --- | --- | --- | --- |
| **Cleaning Charges** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Repair Costs** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Unpaid Utilities** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Other Fees** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |

**Total Deductions: $\_\_\_\_\_\_\_\_\_\_
Original Security Deposit: $\_\_\_\_\_\_\_\_\_\_
Total Refund Due: $\_\_\_\_\_\_\_\_\_\_**

**Refund Issuance Method:
☐ Check (Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
☐ Direct Deposit (Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Account No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord/Property Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**