**Security Deposit Refund**

**Form Template**

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

**Tenant Information  
Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City: \_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_  
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Information  
Rental Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Lease Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_  
Lease End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_  
Date of Move-Out: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**

### **Refund Breakdown**

| **Item** | **Cost Deducted** | **Description** | **Date of Deduction** |
| --- | --- | --- | --- |
| **Cleaning Fees** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Repairs** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Unpaid Rent** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Other** | **$\_\_\_\_\_\_\_\_\_\_** |  |  |

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

**☐ The refund will be issued via check.  
☐ The refund will be issued via bank transfer.**

**Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**

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