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