



ITEMIZATION OF SECURITY DEPOSIT

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To: _____ (Tenant(s))

_____ (Forwarding Address)

Re: Lease concerning the Property at _____

Move-Out Date: _____

Total amount of Security Deposit tendered by Tenant, including any refundable pet deposit:

\$ _____

The following deductions were made to the security deposit.

- (1) Damages to the Property, beyond wear and tear (*describe*): _____

_____ \$ _____
- (2) Costs for which Tenant is responsible to ☐ clean, ☐ deodorize,
☐ exterminate, or ☐ maintain the Property: _____ \$ _____
- (3) Unpaid or accelerated rent for the following period(s): _____ \$ _____
- (4) Unpaid late charges for the following month(s): _____ \$ _____
- (5) Costs of reletting (as defined in Paragraph 27 of lease), if Tenant is in default: _____ \$ _____
- (6) Unpaid utilities (*describe*): _____ \$ _____
- (7) Unpaid pet charges (*describe*): _____ \$ _____
- (8) Costs to replace unreturned ☐ keys, ☐ garage door openers, ☐ security devices, ☐ other components: _____ \$ _____

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- (9) Cost to remove unauthorized locks or fixtures installed by Tenant
(*describe*): _____ \$ _____
- (10) Landlord's cost to access the Property because Property was made
inaccessible by Tenant: _____ \$ _____
- (11) Cost to replace missing or burned-out light bulbs and fluorescent tubes in
the following rooms: _____
_____ \$ _____
- (12) Cost to pack, remove, and store the following abandoned property: _____

_____ \$ _____
- (13) Cost to remove the following abandoned or illegally parked vehicles: _____

_____ \$ _____
- (14) Attorney's fees, costs of court, costs of service, and other
costs incurred in a legal proceeding against Tenant (*describe proceeding*):

_____ \$ _____
- (15) Mailing costs associated with sending notices to Tenant for the following
violations of the lease: _____
_____ \$ _____
- (16) Costs to restore walls, flooring, landscaping, or any alteration to Property
not approved in writing by Landlord (*describe*): _____

_____ \$ _____
- (17) Damages to the Property caused by smoking (*describe*): _____

_____ \$ _____
- (18) Costs to rekey security devices (as provided in Paragraph 19): _____ \$ _____
- (19) Other: _____

_____ \$ _____
- Balance of Security Deposit after Deductions** \$ _____

Amount Tendered or Owed:

- ☐ A. Enclosed is a check in the amount of \$ _____ which represents the balance of the security
deposit you tendered under the above-referenced lease.
- ☐ B. The deductions exceed the security deposit tendered. Landlord hereby demands payment of the
excess. In accordance with Paragraph 10 of the lease, Tenant must pay the excess within 10 days

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after Tenant receives this notice to the following address: _____

Failure to pay the excess may expose Tenant to additional costs and liability such as collection costs, court costs, and attorney's fees.

Landlord

Date

Or signed for Landlord under written property management agreement or power of attorney:

By: _____
Date

Printed Name: **Robyn Bullard, Broker**

Firm Name: **Red Phone Real Estate Property Management**

Means of Delivery

- ☐ Regular US Mail ☐ Certified Mail, Return Receipt Requested No. _____
- ☐ Hand delivered to _____ on _____
by _____
- ☐ Other: _____