

SECURITY DEPOSIT REFUND REQUEST

Dear _____,

The lease for the following unit (____) ended (____) ends on _____

UNIT or ADDRESS of RENTAL: _____

CITY: _____ STATE: _____

ZIP: _____

TENANT(S) NAME: _____

Please return the original security deposit of: \$_____ which was given upon lease signing.

We returned the keys to: _____

Completed move-out inspection with: _____

The security deposit may be forwarded to the following address:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP: _____

PHONE: _____

EMAIL: _____

Please return this deposit within _____ days of the receipt of this letter or the termination of this lease, whichever is later. If a portion of the security deposit is not returned, please include a detailed statement as to amount deducted and for what.

Sincerely,

_____ Date: _____