# Security Deposit Statement

*From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.*

**Itemized Security Deposit Statement**

Date: _____

Former tenant(s): _____

Property: _____ Unit: _____

Forwarding address: _____

| Key dates | Date |
|---|---|
| Lease start date | |
| Notice to vacate given (date) | |
| Lease end / tenancy terminated | |
| Possession returned (keys) | |
| Deposit requested by tenant (date) | |

## 1. Deposits held

| Deposit | Date received | Amount |
|---|---|---|
| Security deposit | | $ |
| Pet deposit (refundable) | | $ |
| Other refundable deposit: | | $ |
| **Total deposits** | | **$** |

## 2. Deductions

**Unpaid amounts under the lease**

| Item | Period / date | Amount |
|---|---|---|
| Unpaid rent | | $ |
| Late fees | | $ |
| Other charges under the lease: | | $ |

**Damage beyond normal wear and tear.** Supporting invoices, receipts or quotes and photos are attached.

| # | Location | Description of damage, and why it's | Invoice / receipt | Amount |
|---|---|---|---|---|

| | | charged | | |
|---|---|---|---|---|
| 1 | | | | $ |
| 2 | | | | $ |
| 3 | | | | $ |
| 4 | | | | $ |
| 5 | | | | $ |

**Total deductions: $_____**

## 3. Result

| | Amount |
|---|---|
| Total deposits | $ |
| Less total deductions | $ |
| **Refund due to tenant** | **$** |
| **— or — Balance owed by tenant** | **$** |

Refund of $_____ sent on _____ by [check # _____ / bank transfer], to the address above.

Balance owed of $_____ is due by _____. Pay by: _____

## Comments

If you have questions about, or disagree with, any item on this statement, please contact us in writing at [email / address].

Landlord / agent: _____ Date: _____

*Arizona: deliver this within 14 days, excluding Saturdays, Sundays and legal holidays, after the tenancy ends, possession is returned and the tenant asks for the deposit, by first-class mail to the last known address unless otherwise agreed in writing (A.R.S. § 33-1321(D)). Check your own state's deadline and delivery rules.*