Itemized statement of security deposit

How your security deposit was used, and what is being returned to you

DATE SENT		**YOU MOVED OUT ON**	
TENANT(S)		**FROM**	
RENTAL ADDRESS			

SENT BY ☐ In person ☐ First-class mail ☐ Email to an address you gave us (we agreed)

1. Security received

Security deposit	$
Other amounts held as security (pet deposit, move-in fee, prepaid last month's rent)	$
Interest, if your city requires it	$
Total security received	**$**

2. Deductions

#	WHAT IT WAS FOR, AND WHY	PURPOSE	EST.	AMOUNT ($)
1			☐	
2			☐	
3			☐	
4			☐	
5			☐	
6			☐	
7			☐	
8			☐	

Purpose: Rent (unpaid rent) · Repair (damage beyond ordinary wear and tear, caused by the tenant or guests) · Cleaning (back to how clean the unit was at move-in) · Furnishings (only if the lease allows). **Est.:** a good-faith estimate, explained on page 2.

Total deductions	**$**
Amount returned to you	**$**
Amount you still owe, if deductions are more than the security received	$

3. How your refund is sent

- [ ] Electronically, to the account or by the method you designated in writing
- [ ] Check made out to:
- [ ] In person
- [ ] Another method we agreed on in writing:

If you paid your deposit or rent electronically, you have the right to an electronic refund unless we agreed in writing on another method. With more than one adult tenant and no written agreement on splitting the deposit, a check is made out to all adult tenants on the lease.

4. Documents for repair and cleaning deductions

Sent with this statement when repairs and cleaning together come to more than $125. The line numbers refer to section 2.

A. Work we or our employees did

LINE	DESCRIPTION OF THE WORK	TIME SPENT	HOURLY RATE ($)

B. Work by others

Copies of their bills, invoices or receipts are enclosed for lines:

If an invoice doesn't show the vendor's name, address and phone number, they are:

C. Materials and supplies

Receipts or invoices are enclosed for lines:

D. Photos

The photos California requires, taken after you moved out, before and after the repairs and cleaning charged, with a written explanation of each cost, are provided by:

- [ ] Enclosed
- [ ] Email
- [ ] Flash drive
- [ ] Online link:

- [ ] **Estimates.** Lines marked Est. are good-faith estimates, because the work couldn't reasonably be finished, or the invoices weren't available, within 21 days. We'll send the final statement and documents within 14 days of the work being done or the documents arriving. If we're waiting on someone's invoice, their name, address and phone number are above, under B.
- [ ] **Documents not included,** because repairs and cleaning together come to $125 or less, or you signed a waiver. You can ask for them within 14 days of receiving this statement, and we'll send them within 14 days of your request.

PHONE OR EMAIL

SIGNATURE (LANDLORD OR MANAGER)

DATE