

SECURITY DEPOSIT DISPOSITION ON VACATING RESIDENTIAL PREMISES

NOTE: This form is used by a residential property manager or landlord when a tenant has vacated a premises and the landlord holds the tenant's security deposit, to provide the tenant with an itemized statement within 21 days of vacating of the security deposit's disposition and documentation of charges deducted.

DATE: _____, 20_____, at _____, California.

TO TENANT:

Items left blank or unchecked are not applicable.

FACTS:

1. This is notice to Tenant of any Landlord deductions from the security deposit under the following agreement:
- Residential lease agreement Occupancy agreement
- Residential rental agreement _____
- 1.1 dated _____, 20_____, at _____, California,
- 1.2 entered into by _____, as the Landlord,
- 1.3 and _____, as the Tenant,
- 1.4 regarding residential premises referred to as _____.

DISPOSITION OF DEPOSIT:

2. Under the above referenced agreement, Tenant handed Landlord a security deposit in the amount of _____ \$

3. The following deductions have been made by Landlord from the security deposit:

3.1	Repair of damages	Cost
	a. _____	\$ _____
	b. _____	\$ _____
3.2	Necessary cleaning of the premises	Cost
	a. _____	\$ _____
	b. _____	\$ _____
3.3	Delinquent or holdover rent	Amount
	a. From _____ To _____	\$ _____
3.4	Replacement/repair of lost or damaged furnishings	Cost
	a. _____	\$ _____
3.5	TOTAL deductions from security deposit (line 2 less line 3.4)	(-)\$ _____

4. BALANCE DUE TENANT:

4.1	Balance of security deposit remaining after deductions (line 2 less line 3.4)	\$ _____
4.2	Interest on the security deposit from _____ to _____ at _____ % per annum	(+)\$ _____
4.3	Balance due Tenant is refunded in the amount of (line 4.1 plus line 4.2) by Landlord / Agent's check # _____.	\$ _____

5. AMOUNT DUE LANDLORD:

5.1	The amount due Landlord after deductions (line 2 less line 3.5)	\$ _____
5.2	Less interest on the security deposit from _____ to _____ at _____ % per annum	(-)\$ _____
5.3	Tenant to hand or mail Landlord/Agent the balance due of (line 5.1 less line 5.2)	\$ _____

This statement is true and correct.

Date: _____, 20_____
Landlord/Agent: _____ CaIBRE #: _____

Signature: _____
Address: _____

Phone: _____ Cell: _____
Email: _____