CertRent

Security deposit itemized return letter (NY landlord)

[Landlord / company name]

[Address]

[Date]

[Tenant name]

[Tenant forwarding address]

Re: Security deposit for [rental address, unit]

Dear [Tenant name],

Thank you for renting [unit]. This letter accounts for your security deposit following your move-out on [date], as required by New York General Obligations Law § 7-108.

Security deposit held: $[amount]

Itemized deductions:

[Description of repair/cleaning beyond normal wear] $[amount]

[Description] $[amount]

Total deductions: $[total]

Amount returned to you: $[net amount]

Enclosed is a check for $[net amount]. Deductions cover damage beyond normal wear and tear; receipts are available on request.

Thank you,

[Landlord name]