



TEXAS ASSOCIATION OF REALTORS®

ITEMIZATION OF SECURITY DEPOSIT

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To: _____ (Tenant(s))
_____ (Forwarding Address)

Re: Lease concerning the Property at _____

Move-Out Date: _____

Total amount of Security Deposit tendered by Tenant, including any refundable pet deposit: \$ _____

The following deductions were made to the security deposit.

(1) Damages to the Property, beyond wear and tear (*describe*): _____

_____ \$ _____

(2) Costs for which Tenant is responsible to clean, deodorize, exterminate, or maintain the Property: \$ _____

(3) Unpaid or accelerated rent for the following period(s): _____ \$ _____

(4) Unpaid late charges for the following month(s): _____ \$ _____

(5) Costs of reletting (as defined in Paragraph 27 of lease), if Tenant is in default: \$ _____

(6) Unpaid utilities (*describe*): _____ \$ _____

(7) Unpaid pet charges (*describe*): _____ \$ _____

(8) Cost to replace unreturned keys, garage door openers, security devices, other components: _____ \$ _____

(9) Cost to remove unauthorized locks or fixtures installed by Tenant (*describe*): _____ \$ _____

(10) Landlord's cost to access the Property because Property was made inaccessible by Tenant: \$ _____

Itemization of Security Deposit _____

(11) Cost to replace missing or burned-out light bulbs and fluorescent tubes in the following rooms: _____ \$ _____

(12) Cost to pack, remove, and store the following abandoned property: _____ \$ _____

(13) Cost to remove the following abandoned or illegally parked vehicles: _____ \$ _____

(14) Attorney's fees, costs of court, costs of service, and other costs incurred in a legal proceeding against Tenant (*describe proceeding*): _____ \$ _____

(15) Mailing costs associated with sending notices to Tenant for the following violations of the lease: _____ \$ _____

(16) Other: _____ \$ _____

Balance of Security Deposit after Deductions \$ _____

Amount Tendered or Owed:

A. Enclosed is a check in the amount of \$ _____ which represents the balance of the security deposit you tendered under the above-referenced lease.

B. The deductions exceed the security deposit tendered. Landlord hereby demands payment of the excess. In accordance with Paragraph 10 of the lease, Tenant must pay the excess within 10 days after Tenant receives this notice to the following address: _____

Failure to pay the excess may expose Tenant to additional costs and liability such as collection costs, court costs, and attorney's fees.

Landlord _____ Date

Or signed for Landlord under written property management agreement or power of attorney:

By: _____

Printed Name: _____

Firm Name: _____

<i>Means of Delivery</i>	
<input type="checkbox"/> Regular US Mail	<input type="checkbox"/> Certified Mail, Return Receipt Requested No. _____
<input type="checkbox"/> Hand delivered to _____	on _____
by _____	
<input type="checkbox"/> Other: _____	