***Security Deposit Refund Options***

***Full Security Deposit Refund:***

Name   
Address   
City, State, Zip   
Phone Number   
Email   
   
  
Today's date   
  
<Dear (Insert your first and last name),  
  
Thank you for choosing our condominium for your vacation. We hope that you had a pleasant stay. The condo was left in good condition; therefore, enclosed you'll find your ($400) deposit refund.   
  
  
  
Thanks,

Insert your first and last name

***Withholding Some of the Deposit:***

Name   
Address   
City, State, Zip   
Phone Number   
Email

Insert Date

Insert Renters Name(s)

Thank you for renting our home at (Insert your address) on the dates of (Insert dates). We hope you enjoyed your stay.

Unfortunatly, we have to withhold a portion of your damage deposit because of (Describe damage…be specific). Per item (Insert clause of contract) of the attached signed rental agreement, the damage deposit will be withheld for damages incurred during the dates of your reservation.

Enclosed is a photograph of the damage which shows the evidence that damage has taken place, which was discovered upon checkout after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace / repair (Insert damaged/repaired item)

Enclosed is a check for ($insert amount) which is equal to your original deposit of (Insert orig. deposit amount) minus ($cost of repair/replacement) the cost to repair the (insert repaired/damaged item).

Sincerely,

Your Name

Signature

***Withholding the Entire Deposit:***

Name   
Address   
City, State, Zip   
Phone Number   
Email

Insert Date

Insert Renters Name(s)

Thank you for renting our home at (Insert your address) on the dates of (Insert dates). We hope you enjoyed your stay.

Unfortunatly, we have to the entire damage deposit because of (Describe damage…be specific). Per item (Insert clause of contract) of the attached signed rental agreement, the damage deposit will be withheld for damages incurred during the dates of your reservation.

Enclosed is a photograph of the damage which shows the evidence that damage has taken place, which was discovered upon checkout after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace / repair (Insert damaged/repaired item)

($cost of repair/replacement) the cost to repair the (insert repaired/damaged item) meets or exceeds the orig. deposit.

Sincerely,

Your Name

Signature  
Date

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