MODEL LETTER

Notify Resident of Damage Deductions and Meeting Right

Here's a Model Letter you can adapt and use to let a resident know that you're deducting money from his security deposit for damage to the unit. This letter assumes that you're deducting $150 from the resident's security deposit of one month's rent of $750 to replace cracked glass in a bathroom window and another $75 to refinish scratched porcelain in the bathroom tub.

March 3, 2012

John Resident
77 E. 99 St., Apt. CB4
Any Town, State 10000

Dear Mr. Resident:

I am returning $525 of your $750 security deposit (check enclosed). I have deducted a total of $225 from your security deposit. Please find the attached itemized list of all the deductions made from your security deposit. Enclosed also is a photograph of the cracked window and the scratched finish on the tub, and copies of the invoice for the window replacement and the contractor's work.

Please be advised that if you dispute any of the deductions, you have a right to meet with me to discuss any disagreements. If this is the case, you can contact the office at (222) 333-4444 to schedule a mutually convenient time for the meeting.

Yours truly,
Jane Manager