



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: \$ \_\_\_\_\_
- (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) Costs to restore walls, flooring, landscaping, or any alteration to Property  
 not approved in writing by Landlord (*describe*): \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_
- (17) Damages to the Property caused by smoking (*describe*): \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_
- (18) Costs to rekey security devices (as provided in Paragraph 19): \$ \_\_\_\_\_
- (19) 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

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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: \_\_\_\_\_

Date

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

*Means of Delivery*

- Regular US Mail     Certified Mail, Return Receipt Requested No. \_\_\_\_\_
- Hand delivered to \_\_\_\_\_ on \_\_\_\_\_  
by \_\_\_\_\_
- Other: \_\_\_\_\_