

REFUND STATEMENT

Property Management Co. Name
123 Management Way
City, State, Zip

Date: _____
Refund #: _____
Property ID: _____

Tenant Information:

Name: _____
Address: _____
Unit: _____

Lease Details:
Move-in Date: _____
Move-out Date: _____

| Description of Funds | Original Amount | Deductions | Refund Total |
|----------------------|-----------------|------------|--------------|
| Security Deposit | \$ | \$ | \$ |
| Pet Deposit | \$ | \$ | \$ |
| Prepaid Rent | \$ | \$ | \$ |
| Other: _____ | \$ | \$ | \$ |

| Description of Funds | Original Amount | Deductions | Refund Total |
|----------------------|-----------------|------------|--------------|
|----------------------|-----------------|------------|--------------|

Total Refund Amount: \$

Deduction Explanation / Notes:

Manager Signature

Date Signed

Note: This is a formal statement of account. Please allow 7-14 business days for processing of payment via the original method or check.