

Disclaimer:

This sample Security Deposit Itemized Statement Notice pursuant to General Obligations Law (“GOL”) § 7-108.1-a(e) is provided for general informational and educational purposes only. It is not legal advice, does not account for the facts or laws applicable to any particular situation, and may not be appropriate or enforceable in all jurisdictions. Use of this template does not create an attorney-client relationship. Parties should consult qualified legal counsel before using or adapting this document.

This template is not tailored to any specific jurisdiction and does not reflect all state or local laws governing construction contracts, insurance requirements, or indemnification provisions, including statutory limitations on indemnity.

SAMPLE TEMPLATE – DO NOT USE WITHOUT LEGAL REVIEW

[LANDLORD'S NAME]
[LANDLORD'S ADDRESS LINE 1]
[LANDLORD'S ADDRESS LINE 2]

BY EMAIL to [TENANT'S NAME + EMAIL ADDRESS]

[DATE]

AND OVERNIGHT MAIL

[TENANT'S ADDRESS LINE 1]

[TENANT'S ADDRESS LINE 2]

RE: [THE DEMISED PREMISES] ("Premises")
Notice Pursuant to General Obligations Law ("GOL") §§ 7-108.1-a(e)

Dear Mr./Ms. [REDACTED]:

Following your vacatur of the Premises on [DATE], [LANDLORD'S NAME] (the "Landlord"), the owner and landlord of the above-referenced Premises in the building located at [BUILDING ADDRESS], has completed its inspection, for which you were given prior notice.

Enclosed as **Exhibit A** you will find an itemized list detailing the damage observed at the Premises beyond normal wear and tear, accompanied by corresponding photographs and the invoices for the necessary repairs ("**Itemized List**"). A video recording depicting the same damage has also been provided to you via email. This Itemized List is provided to you within fourteen (14) days of your vacatur in compliance with GOL §§ 7-108(1-a)(b), (e).

Given that the cost of repairs is \$[AMOUNT] and the Landlord is holding \$[AMOUNT] in security (the "**Security Deposit**"), the Landlord will retain \$[AMOUNT] of the Security Deposit and the balance of \$[AMOUNT] will be refunded to you in a timely manner. You are requested to provide payment instructions for the refund of the remaining balance of the Security Deposit.

The Landlord reserves all of its rights and remedies hereunder and nothing herein shall be deemed a waiver of any rights and remedies.

[LANDLORD'S NAME]

[REDACTED]
[Signature]

By: _____

Title: _____

EXHIBIT

A

**FOURTEEN DAY NOTICE: STATEMENT OF
SECURITY DEDUCTION**

1. The total amount of security held by the landlord was: \$ _____

2. The following are the basis for amount of the deposit retained by the landlord:

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Following deductions, the amount to be returned to you is \$ _____.

Dated: _____, 2025

Landlord
BY: