

(Landlord's Letter to Tenant)

**LANDLORD'S NOTICE TO TENANT OF DAMAGES ASSESSED AGAINST SECURITY DEPOSIT**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOU MUST RESPOND TO THIS NOTICE BY MAIL  
WITHIN 7 DAYS AFTER RECEIPT OF THE SAME, OTHERWISE  
YOU WILL FORFEIT THE AMOUNT CLAIMED FOR DAMAGES.**

On this date, \_\_\_\_\_, your occupancy of the rental property located at \_\_\_\_\_ terminated. As required under Michigan law, this notice is provided to you to advise you of charges against you security deposit:

Description of Damage or Other Obligation Charged Against Security Deposit	Estimated Cost of Repair	Amount Charged Against Security Deposit	Reason for Charge Against Security Deposit

Under Michigan law, a security deposit may be used only for the following purposes: (1) actual damages to the rental unit that are a direct result of conduct not reasonably expected in the normal course of habitation of a dwelling; (2) all rent in arrearage under the lease agreement and rent due for premature termination of the lease agreement; and (3) unpaid utility bills. None of these charges were claimed on a previous termination inventory checklist. After totaling all charges lawfully assessed against your security deposit, a deduction of \$ \_\_\_\_\_, a balance remains in the amount of \$ \_\_\_\_\_. A check or money order for the remaining balance is enclosed.

Sincerely,

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date