**This document is not a final or complete instrument and should not be executed in its present form. The HBAA and its local chapters do not assume any liability for damages arising from the use of this document and give no opinion that any of the terms and conditions in this document should be accepted by the parties in a particular transaction. Terms and conditions should be negotiated between the parties based upon the respective interests, objectives, and bargaining positions of all interested parties. Seek specific legal advice from your lawyer**.

**Landlord’s Security Deposit Offset Statement**

To: From:

(Tenant) (Landlord)

(Address) (Address)

This statement concerns the following premises:

Description:

(house, 4-plex, apartment building, trailer, trailer space, etc.)

This statement is made pursuant to 35-9A-201 Code of Alabama (1975). It accurately sets forth the amount of rent due and is an itemization of damages to the premises.

Date of tenant’s departure from premises:

Amount of tenant deposit: $

Offset for rent due landlord $

Offset for damages to premises $

Itemize the offsets below: (attach continuation sheets as necessary)

TOTAL OFFSETS (if any) $

AMOUNT DUE TENANT, IF ANY (check enclosed) $

Signature:

(Date) Print Title:

*Instructions: Provide or serve a copy of this statement to tenant at checkout or thereafter, or mail to tenant’s last known address within 35 days of tenant’s departure. Immediately make a notation of service or mailing on the retained original and copies of this statement. Complete all that apply.*

*Tenant acknowledges receipt of this statement on*

(Date) (Tenant Signature)

*This statement was personally served on* *by the*

(Name of Tenant)

*undersigned on .*

(Date)

**⁪** *This statement has been mailed to tenant at tenant’s last known address which is set forth above. It was mailed on*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Signature:

(Date)

Print Name: