

Security Deposit Documentation Template

Who this is for: Renters who want a clear record of unit condition to help prevent deposit disputes.

Move-in condition log

- Date of inspection:
- Unit address:
- Landlord or manager name:
- Keys received:

Room-by-room log

- Room:
- Item:
- Condition (good, fair, needs repair):
- Notes:

Photo checklist

- Each wall, floor, and ceiling
- Windows, locks, and screens
- Appliances and fixtures
- Any existing damage or wear

This is an educational resource. Laws vary by state.

Move-out condition log

- Date of move-out:
- Cleaning completed (yes/no):
- Keys returned (yes/no):
- Forwarding address:

Checklist before you leave

- Take new photos in the same angles as move-in
- Save receipts for cleaning or repairs
- Request a move-out walkthrough if available

Neutral email template: move-in notes

Subject: Move-in condition notes for [address]

Hello [Name], Thanks for the walkthrough. Here are my move-in notes and photos for the record. Please confirm receipt.

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Neutral email template: move-out follow-up

Subject: Move-out documentation for [address]

Hello [Name], I have moved out and attached photos of the unit condition from [date]. Please let me know if you need anything else. My forwarding address is [address].

Recordkeeping tips

- Keep emails and photos together
- Label photos by room and date
- Store copies in a cloud folder or USB drive

If there is a disagreement, stay polite and stick to facts.

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