

REFUND AMOUNT ENCLOSED:

Delivery Instructions & Checklist

REQUIRED BY TENNESSEE LAW

- Send this letter and any refund check via USPS Certified Mail with Return Receipt Requested.
- Mail to the tenant's last known address (forwarding address if provided).
- Keep the certified mail receipt as proof of mailing date.
- Retain a copy of this letter, all attached invoices, and move-out photos in the property file.
- The 30-day deadline starts when the tenant vacates and returns keys, not when make-ready is complete.
- If deductions exceed the deposit, send this itemization anyway. You may pursue the balance owed separately.

NORMAL WEAR VS. DAMAGE

You cannot deduct for normal wear and tear. Examples:

WEAR	Faded paint after 3+ years	DAMAGE	Crayon on walls, large holes
WEAR	Worn carpet in traffic areas	DAMAGE	Pet stains, burns, tears
WEAR	Loose door handles	DAMAGE	Broken windows, kicked doors
WEAR	Minor scuffs on hardwood	DAMAGE	Gouges, water damage from neglect

SIGNATURES

Landlord / Agent Signature

Date

Printed Name

Title

