

Security Deposit Refund Letters

Full Security Deposit Refund, No Damages

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <http://your website address.com>

Today's date

Dear **Mr and Mrs Guest**,

Thank you for choosing our **holiday apartment** for your trip. We hope that you had a pleasant stay. The property was left in good condition; therefore, enclosed you'll find your **£200** deposit refund.

If you wish to rent again, please **call/email** me. I will start taking bookings for next year in **September**. I do book up quickly, so just keep that in mind if you're set on particular dates.

Looking forward to hearing from you again. Thanks for everything,

[Mr and Mrs Homeowner]

Returning Full Security Deposit and Asking for Review

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <http://your website address.co.uk>

Today's date

Dear Mr and Mrs Guest,

Thank you for choosing our home for your holiday in [\[your area\]](#). We hope that you had a pleasant stay. We appreciate that you took such great care of our home while you were there. Enclosed you'll find your [\[deposit amount\]](#) deposit refund.

We would be delighted if you would share the experiences from your stay with other guests. Please leave your comments and a review of our home via our website www.homeaway.co.uk/p999999123, click Reviews and then the "Write a review". button.

If you wish to rent our property again, please just [call/email](#) me. I will start taking bookings for next year in [September](#). I do book up quickly, so just keep that in mind if you're set on particular dates.

Thanks again!

[\[Mr and Mrs Homeowner\]](#)

Withholding a Portion of the Deposit

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <http://your website address.com>

Today's date

Dear Mr and Mrs Guest,

Thank you for renting our home located at [\[your holiday home address\]](#), from the dates of _____ to _____. We hope you enjoyed your stay.

Regretfully, we have to withhold a portion of your damage deposit because of [\[description of damaged item\]](#). Per item [\[clause/item #\]](#) of the attached signed rental contract, the damage deposit will be withheld for damages incurred during the dates of your stay.

Enclosed is a photograph of the [\[damaged item\]](#), which shows the [\[explanation of damages\]](#), which was discovered after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace the [\[damaged item.\]](#)

Enclosed is a cheque for [\[£X\]](#) which is equal to your original deposit of [\[£X\]](#) minus [\[£X\]](#), the cost to repair the [\[damaged item\]](#).

Sincerely,

[\[Your Original Signature\]](#)

Withholding the Entire Deposit

Your name

Your address

Your Town/City, Region, Postcode

Your Phone Number

Your email address

Your webpage address <http://your website address.com>

Today's date

Dear Mr and Mrs Guest,

Thank you for renting our home located at [\[your holiday home address\]](#), from the dates of _____ to _____. We hope you enjoyed your stay.

Regretfully, we have to withhold your damage deposit because [\[explanation of damaged item\]](#). Per item [\[clause/item #\]](#) of the attached signed rental contract, the security deposit will be withheld for damages incurred during the dates of your stay.

Enclosed is a photograph of [the \[damaged item\]](#), which shows [the \[explanation of damages\]](#), which was discovered after your stay. Also enclosed is a copy of the bill which shows the exact amount to replace the [\[damaged item\]](#).

Unfortunately, we must keep your entire damage deposit as the total damages, [\[£X\]](#), for the [\[explanation of damages\]](#) equalled / exceeded the amount of your security deposit.

Sincerely,

[\[Your Original Signature\]](#)



Note to Homeowner: You may edit and use these forms as needed for your holiday rental business. If another homeowner wishes to use these forms, please direct him/her to www.homeaway.co.uk/info/owner-resources.

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