

## Demand for Return of Security Deposit

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*[landlord's name and address]*

Dear \_\_\_\_\_: *[name of landlord]*

On \_\_\_\_\_, *[date]* we vacated the rental unit at \_\_\_\_\_  
*[address]* and gave you our new address and phone number. As of today, we haven't received our \$\_\_\_\_\_ security deposit nor any accounting from you for that money. We were entitled to receive our deposit by \_\_\_\_\_ *[date]*. You are now \_\_\_\_\_ *[number of days or weeks]* late.

We left our rental unit clean and undamaged, paid all of our rent, and gave you proper notice of our intention to move. In these circumstances, it's difficult to understand your oversight in not promptly returning our money.

Perhaps your check is in the mail. If not, please mail it promptly. Should we fail to hear from you by \_\_\_\_\_, *[date]* we'll take this matter to small claims court. And please understand that if we are compelled to do this, we shall also sue you for any costs and additional punitive damages allowed by state law.

Please mail our deposit immediately to the above address. If you have any questions, please contact us at the number below.

Very truly yours,

\_\_\_\_\_  
Signature of tenant

\_\_\_\_\_

Signature of tenant

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Address

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Home phone

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Cell or other phone