

SAMPLE LETTER: REQUEST FOR REFUND OF SECURITY DEPOSIT

Used when you have not received your deposit within 21 days of vacating and returning keys

January 25, 2013

Larry Landlord
123 Easy St.
Anycity, CA 90003

Dear Mr. Landlord,

I [We] am [are] writing with regard to the security deposit I [we] made for my [our] rental agreement at 111 Ocean View Lane, Santa Cruz, CA. As you know, I [we] paid rent in full throughout my [our] occupancy and gave you proper 30 days written notice of my [our] intention to vacate. I [We] thoroughly cleaned the rental and there were no damages to the property; I [we] left the house and yard in the same condition as when I [we] moved in.

To date, I [we] have not received my [our] deposit back or an itemized statement from you documenting any deductions from my [our] deposit. Under California law (California Civil Code Section 1950.5), you are required to return my [our] deposit and/or send me [us] an accounting of any portion withheld within 21 days after the date I [we] vacate. It has been more than a month since we moved out on December 15, 2012. [OR: I [We] dispute the following deductions that were itemized when you returned a portion of my [our] deposit: (list disputed deductions and reason for dispute).]

Since I [we] am [are] entitled to the return of (my [our] entire / the deducted portion of my [our]) security deposit, please be advised that if I [we] do not receive a full refund of that deposit within one week, I [we] will consider the retention of the deposit to be in 'bad faith' under the Civil Code. This entitles me [us] to sue you for both the \$3,000 deposit and an additional amount equal to twice the security deposit.

I look forward to the prompt return of my [our] deposit, which should be sent to my [our] new address at 363 Google Lane, Mountain View, CA 94040.

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Thank you.

Sincerely,

Tom Tenant

KEEP A COPY OF YOUR LETTER!