

## SECURITY DEPOSIT DEMAND LETTER

For Renters who did not receive a written statement within one month  
(or 60 days if written in the lease) of moving out.

### SAMPLE LETTER

*Send to the Apartment or Landlord/Manager. The letter must be sent "certified mail, return receipt requested" to prove the manager actually received the letter. In order to send it "certified" simply go to your local post office and request this service. Make sure to keep a copy of both the letter and the certified mail receipt for your records.*

#### **Why request a full deposit refund?**

- A. The landlord failed to send you a written statement of lawful deductions with your refund within time required by law.
- B. The landlord failed to document conditions of the property at the time of move-in and/or move-out.
- C. The landlord failed to document actual expenditures of deposit funds by providing copies of the actual bills and/ or verification payment.
- D. The landlord failed to document the alleged charges were due to use above and beyond "normal wear and tear" over a specified period of months.

#### **Sample letter:**

Sent via Certified Mail-Return Receipt Requested

Date

Full Name (*Owner/Manager/Apartment*)

Address

Dear (*Owner's or Manager's Name*),

We \_\_\_\_\_ (*Tenant's Names*), were the tenants at \_\_\_\_\_  
(*Address, City, State, Zip Code*) from \_\_\_\_\_ (*date of move-in*) until \_\_\_\_\_ (*date of move-out*). A security deposit of \$ \_\_\_\_\_ (*amount*), was paid to you by us on \_\_\_\_\_ (*date paid*).

It has been more than one month (*or 60 days, if written in the lease*) since \_\_\_\_\_ (*date of move-out*). We have not received a written explanation and documentation of lawful deductions or a refund of our deposit.

This sample letter is provided courtesy of the ABERNETHY LAW OFFICE.

Please send the full security deposit of \$ \_\_\_\_\_ (*amount*) to us at \_\_\_\_\_ (*Address, City, State, Zip Code*) within seven (7) days of receipt of this letter. If the full amount is not refunded, we intend to file suit under **Colorado Revised Statute 38-12-103**, asking for treble damages of three (3) times the amount of the deposit, as allowed by law, plus court costs and attorney's fees.

Sincerely,

(*Your Signature*)

Your Name

Current Full Address

SAMPLE