

SAMPLE LETTER

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.**

Send to the Apartment or Landlord. The letter must go “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.

Sent via Certified Mail-Return Receipt Requested

Date

Full Name (Owner/ Apts.)

Address

Dear (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.

Please send the full security deposit of \$ _____ (amount) to us at
_____ (Address, City, State, Zip Code) within (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 (3) times the amount of the
deposit, as allowed by law, plus court costs and attorney's fees.

Sincerely,

(Signature)
Your Name
Current Address)

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