

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, _____

Larry Landlord
123 Easy St.
Anycity, CA 90003

Dear Mr. Landlord,

As you know, I moved out of the rental at 111 Study Lane on December 15, _____ after giving 30 days written notice of my intention to vacate. My housemates and I thoroughly cleaned the rental and there were no damages to the property beyond normal wear and tear.

To date, I have not heard anything from you regarding the return of my security deposit. Under California law (California Civil Code Section 1950.5), you are required to return my deposit (and/or send me an accounting of any portion withheld) within 21 days after the date I vacate. It has been more than a month since we moved out.

My security deposit of \$_____ plus annual interest of _____% (required by the City and County of Santa Cruz, Capitola and Watsonville), calculated to be \$_____ comes to a total of \$_____ due.

Please return my deposit plus interest immediately to the address below.

Thank you.

Sincerely,

Tom Tenant
222 New Place
Anycity, CA 90003

KEEP A COPY OF YOUR LETTER!