

SAMPLE DEMAND LETTER

[TENANT'S NAME]

[ADDRESS]

[CITY, STATE, ZIP]

[DATE]

[LANDLORD'S NAME]

[ADDRESS]

[CITY, STATE, ZIP]

Dear [LANDLORD]:

As you know, I moved out of [COMPLETE ADDRESS OF TENANT'S FORMER RESIDENCE] on [DATE] and gave you the keys at the time. I also gave you my new address. When I moved into the rental unit, I paid you a security deposit in the amount of [\$XXX.XX]. I am writing to request that you return my security deposit immediately.

[ONLY INCLUDE THE PARAGRAPHS BELOW THAT APPLY]

It has now been more than 45 days since I moved out, and you have not given me any written notice about whether you will refund my security deposit to me. You are required by D.C. Municipal Regulations, Title 14, Section 309.1 to return my deposit or to notify me that you plan to withhold some or all of the deposit within 45 days of the end of my tenancy.

It has now been more than 30 days since you notified me that you would be withholding some of my security deposit. You are required by the D.C. Municipal Regulations, Title 14, Section 309.2 to return the balance of my deposit along with an itemized statement of each repair or other use authorized by my lease.

Because I lived in the rental unit for more than twelve months, you are required to pay interest on my security deposit, unless you can show that you used the interest for a repair or other use authorized by my lease.

In your letter dated [DATE], you stated that you are withholding [part of] my deposit for various repairs or other charges including [LIST]. I dispute these charges because [EXPLAIN].

I hope that we can resolve this dispute without going to court. However, if you do not return [\$XXX.XX] to me by [DATE], I will have no choice but to exercise my legal option to sue you in D.C. Superior Court.

Please contact me by phone at (XXX) XXX-XXXX if you wish to discuss this. You can send the deposit to the address listed above.

Sincerely,