

Community Alliance of Tenants – Tenant Education

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Sample Letter- Request for Return of Deposit After 31 Days

This is a sample letter to send to your landlord if you moved out more than 31 days ago and haven't received either your deposit or a written accounting of how the landlord used the money. The law requires that the landlord provide you with a statement within 31 days of move out.

Fill in the letter with your information and **save a copy of this letter for your records.**

(Date)

(Landlord's Name)
(Landlord's Address)

Dear (Landlord's Name):

By law I am entitled to receive either a full refund of my security deposit or an accounting of what the deposit was used for within 31 days from when I moved out. I moved out on (move-out date). I have not yet received the deposit or the accounting.

My current mailing address where you can mail the deposit refund or the accounting is: (Your New Address.)

Please let me know what you intend to do about the deposit within 10 days from the date of this letter. If I do not hear from you by 10 days from the date of this letter, I will file a claim for the full value of the deposit in Small Claims Court. Oregon Revised Statute 90.300 entitles me to twice the amount wrongfully withheld.

Sincerely,

(Your name)
(Your current mailing address)

Sample Deposit Dispute Letter

If the landlord has returned some of the deposit to you, but less than you think is fair, or none of your deposit, and you would like to dispute some or all of the charges, you can use this sample letter as a template. **As always, keep of copy of this letter for your records.**

(Today's date)

(Landlord's name)
(Landlord's address)
(Landlord's city, state and zip)

I wish to inform you that I received an accounting of alleged damages to the rental unit located at (your previous address), and believe that the charges are unreasonable. I am requesting that you send me copies of receipts for the items I am being charged as well as the original receipts for the items that needed to be replaced. For labor costs, please send me an accounting of hours spent and the hourly charges, including timesheets of employees or invoices as applicable. I also request the original purchase receipts for the items I am being charged to replace. I am sure you're aware that I can only be charged for damages beyond normal wear and tear of a rental unit.

Item _____	Amount disputed _____
Item _____	Amount disputed _____
Item _____	Amount disputed _____
Item _____	Amount disputed _____
Item _____	Amount disputed _____
Item _____	Amount disputed _____

Please respond to me within 10 days of the date of this letter regarding this issue. If you do not respond to this letter within 10 days, I will pursue my legal options and may be entitled to recover twice the amount owed to me under ORS 90.300.

Sincerely,

(Sign your name here)
(Print your name here)
(Your current address)
(Your city, state, zip)