

Demand Letter: Application Deposit

You can use this form letter to demand the return of your application deposit. You can send it to the manager of the property, the management company, and even the owner of the property. Hopefully, a landlord will be reasonable and consider resolving your complaint without further incident. It is certainly easier, cheaper and faster to work out a problem without getting the courts involved. But, if the landlord is stubborn and wants to take you for as much money as possible you might consider filing suit in justice court.

Once the form is printed you will need to fill in these blanks in the form:

1 The first blank at the top of the form is the Date. Put in the date you are filling out the form.

2 The next blank is Certified Mail Number on the left side of the form. (It costs about \$2.50 to send a letter certified, but you will get a card back in the mail that proves the landlord got your letter.) When you are at the post office, they will give you a green label that you will attach to your envelope. On the label is a certified mail number. Put that number in your notice letter. (You will also have to put that number on the green card you attach to the back of the envelope.)

3 The landlord's name can be the manager of the complex, the name of the complex, the owner, or the management company. (You have a right to know the name and address of the owner of the property and the management company if there is one. See Ownership for details on obtaining this information.)

4 In the body of the letter select the situation that applies. If the landlord rejected you or did not get back to you within 7 days of your application, the landlord must return your application deposit promptly. Check this line on the form letter. If you decided not to sign the lease you still might be entitled to obtain all or part of your application deposit. If this applies, check this line on the form letter and give the reason you turned them down.

5 Then sign your name at the bottom. Print your name, complete address and phone number below your signature.

6 Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants.

Date: _____

Certified Mail Return Receipt Requested

(Landlord)

(Landlord Address)

(Landlord City, State, Zip)

Re: Demand of Application Deposit

Greetings:

As you know I gave you an application deposit and:

_____ You rejected my application or failed to get back to me about my application within 7 days;

or

_____ I did not choose to lease the property for the following reason(s): _____

For these reasons, I request that you immediately return the application deposit to the address below. Thanks for your prompt attention.

(Your Signature)

(Your Printed Name)

(Your Address)

(Your City, State, Zip)

(Your Phone Number)