

## **Letter Demanding Return of Landlord's Property**

A landlord is not allowed to remove a door, window, appliance, furniture, door knob, lock or anything else even if the landlord owns the item, unless it is for legitimately repairing the item or in an emergency. Landlords sometimes do this when the tenant is behind on the rent. This practice is completely illegal. This letter demands the compliance with the law and might encourage a landlord to return the item without having to sue.

### **How to fill in the 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.) This letter is not required to preserve your rights; however, many landlord will pay attention when they receive a demand letter via certified mail.
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.) Also fill in the address.
4. List the property that the landlord took. It does not matter whether the landlord owns the property or not. The landlord cannot take doors, windows, applicances, locks, door knobs, etc., unless it is for a real repair or emergency. A landlord cannot take your front door a work on it for two weeks either -- this is not a real repair. A couple of hours might be reasonable. If a landlord needs to keep your front door longer, the landlord should provide a replacement of some kind. (Landlords sometimes try to take these items to encourage tenants to move out of the premises. The only problem with this strategy is that it is illegal.)
5. Be sure to sign the letter and put your address (in case the landlord is confused about who you are).
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: Removal of Property

Greetings:

You recently removed the following property from the premises: \_\_\_\_\_

\_\_\_\_\_  
I request an explanation at your earliest convenience. If you fail to offer a reasonable explanation I will consider filing suit in court.

Please note that you may not remove a door, window, lock, latch, doorknob, furniture, fixtures or appliances that you furnish unless you are repairing and immediately replacing the item. If you violate this law you are liable for an amount equal to one month's rent plus \$500, and my actual damages, attorney fees and court costs. See Texas Property Code Section 92.0081(a). (This is not intended to be legal advice to you; consult your own attorney.)

Thanks for your prompt attention.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Printed Name)

\_\_\_\_\_  
(Your Address)

\_\_\_\_\_  
(Your City, State, Zip)

\_\_\_\_\_  
(Your Phone Number)