

Request Return of Security Deposit Letter

Date

Landlord's Name

Landlord's Address

Dear: _____:

According to Ohio Revised Code (ORC) section 5321.16 (B) "any deduction from the security deposit shall be itemized and identified by the landlord in a written notice delivered to the tenant together with the amount due, within thirty days after termination of the rental agreement and delivery of possession."

On _____, I moved out and returned the keys to the premises located at _____ on _____ (date). I also provided you with a written forwarded address

- [] It has been more than 30-days since moving and I have not yet received my security deposit or an itemized statement explaining the deductions.
- [] I received a portion of my security deposit from you and/or an itemized statement explaining the deductions from my security deposit. I believe that \$_____ was wrongfully withheld from my deposit because _____.

Please return my security deposit in the amount of \$_____ immediately. Under ORC 5321.16 (C), if I do not receive the return of the wrongfully withheld portion of my security deposit, I will pursue my legal claim for money due together with damages equal to the amount wrongfully withheld, and reasonable attorney fees. I thank you in advance for your prompt attention to this matter.

Cordially,

Tenant's Signature

Address and Phone#

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