

Request Return of Security Deposit

DO NOT MAIL THIS COPY TO YOUR LANDLORD. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.

Date

Landlord's Name

Landlord's Address

Dear _____

According to the Ohio Revised Code (ORC) section 5321.16 (B), "any deduction from the security deposit shall be itemized and identified by the landlord in 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 **[date]** _____, I moved out and returned the keys to the premises located at **[address]** _____. I also provided you with a written forwarded address on **[date]** _____.

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 the 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 from money due together with damages equal to the amount wrongfully withheld, and reasonable attorney fees. I thank you for your prompt attention to this matter.

Sincerely,

Tenant

Address and Phone Number

DO NOT COPY THIS PARAGRAPH

PLEASE NOTE: Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. **WE ARE NOT ATTORNEYS.** If you need legal advice, please seek the aid of an attorney.