



California Tenants – Letter for tenants who have already vacated their rental and have not yet had their deposit returned

Instructions:

- 1. Click here to open a Microsoft Word version of this sample letter
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. This sample letter is intended to be used by tenants who have already vacated their rental and have not yet had their deposit returned.
4. Please note that you should tailor this letter to the facts in your case. This template is not a substitute for legal advice. If you need help finding a tenant attorney, please see the Tenants Together Directory.
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

( )

Comment [AI1]: Date

( )
( )

Comment [AI2]: Full name of landlord and/or property manager

Comment [AI3]: Address of landlord and/or property manager

Dear ( ),

Comment [AI4]: Full name of landlord and/or property manager

We ( ) were tenants at ( ) from ( ) until ( ). A security deposit of ( ) was paid on ( ).

Comment [AI5]: Name(s) of tenant(s)

Comment [AI6]: Address, city, state, zip

Comment [AI7]: Move-in date

Comment [AI8]: Move-out date

As of today, I have received neither my ( ) deposit nor any written accounting from you explaining any lawful deductions from the deposit. Please be aware that you are required to return the security deposit within TWENTY-ONE (21) days after a tenant has vacated the premises. Any deduction from the ( ) should include an itemized statement

Comment [AI9]: Amount of security deposit

Comment [AI10]: Date paid, or "upon move in" if you do not have a date

Comment [AI11]: Amount of deposit

Comment [AI12]: Amount of deposit

specifying repairs or cleanings that form the basis of the deductions from the security deposit. CC § 1950.5. This statement should include copies of documents showing charges incurred or deducted to repair or clean the premises. CC § 1950.5(g)(2).

Please send the full security deposit of ( ) to us at ( ) within SEVEN (7) days of receipt of this letter. Failure to return the security deposit as required by law will be considered a bad faith retention of the deposit and may subject you to statutory damages of up to twice the amount of the security deposit, in addition to actual damages. CC § 1950.5(l).

**Comment [AI13]:** amount of deposit

**Comment [AI14]:** New tenant address

I hope to hear from you promptly.

Sincerely,

( )

( )

**Comment [AI15]:** Your signature

**Comment [AI16]:** Your full name