

## Security Deposit Request Form Instructions



**Fill out both sheets.** You will need 2 copies of this form. Fill both in identically. Turn one copy into management/landlord. Keep the second copy for your records. You will need the second copy if you decide to file an action to formally demand that the landlord return your security deposit.

### Section(s)

- 1: This is for the Landlord/Property management's name and address.
- 2: This is for your name and address of the unit for which the security deposit was paid.
3. Enter the amount of the security deposit paid.
4. Enter your new address.
5. Your signature and the date signed.

### For Tenant Records on Tenant Copy:

Date of submission is the actual date this form is turned in to management/landlord. For example, this would be the date you hand it over to a person, drop the request into a drop box, or send in the mail. This date is important if you need to file in small claims to dispute any charges.

Check the method the form was submitted. Check "In person" if it was handed to management/landlord or "Drop box" if put in the after-hours box. "Mailed" includes the date the request was physically put in the mail. If the request is mailed in, you may want to call and confirm the request was received (usually 7-10 days, depending on postal service).

### Next steps after sending this notice:

Understand that your landlord may withhold all or a portion of the security deposit for certain reasons such as, for example, damages to the rental unit that you caused, unpaid fees or rent, and improper or inadequate notice when you chose to terminate your lease early.

The landlord has thirty days after termination of the rental agreement and delivery of possession to provide you with the deposit and an itemized ledger of deductions. If all or a portion of your security deposit is withheld, the landlord must provide you with a statement itemizing deductions from the deposit.

If the landlord fails to respond or makes improper deductions from your security deposit, you may be able to file an action in small claims court to force the landlord to return the correct amount.

Disclaimer: This document is intended for informational purposes only, does not constitute legal advice, does not necessarily reflect the opinions of The Fair Housing Center, or any of its staff or attorneys, and is not guaranteed to be correct, complete, or up to date. Your use of this information does not create a lawyer-client relationship between you and The Fair Housing Center. Consult with an attorney for legal advice.

## Security Deposit Request

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. This letter is to notify you that I, \_\_\_\_\_, have not received my returned security deposit of \$\_\_\_\_\_ from my tenancy at:

\_\_\_\_\_

\_\_\_\_\_

3. Pursuant to Ohio Revised Code 5321.16, please return my deposit and provide a detailed ledger itemizing deductions from the deposit if any.

4. Payment and/or notice can be sent via US Postal mailed to:

\_\_\_\_\_

\_\_\_\_\_

5. Signed, \_\_\_\_\_

Date \_\_\_\_\_

# Security Deposit Request

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. This letter is to notify you that I, \_\_\_\_\_, have not received my returned security deposit of \$\_\_\_\_\_ from my tenancy at:

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\_\_\_\_\_

3. Pursuant to Ohio Revised Code 5321.16, please return my deposit and provide a detailed ledger itemizing deductions from the deposit if any.

4. Payment or notice can be sent via US Postal mailed to:

\_\_\_\_\_

\_\_\_\_\_

5. Signed, \_\_\_\_\_

Date \_\_\_\_\_

## For tenant records

Date request is submitted to management/landlord: \_\_\_\_\_

Submitted via (check one):  In person     Drop box     Mailed on date: \_\_\_\_\_

Request received by: \_\_\_\_\_ Title: \_\_\_\_\_