

### **Request for Security Deposit Instructions**

1. Print out the letter
2. Fill out the enclosed letter. If you need help filling out the letter, call HOME Line @ 612-728-5767 in the metro area or 866-866-3546 if you are long distance, and a tenant advocate will be happy to help you fill out the information.
3. Make sure the letter is signed and dated.
4. Make a copy of the letter. Keep it for your personal file.
5. Send the original request by first class mail (regular 39 cents) to the landlord or property owner (whoever you pay rent to or is named on the lease). Allow your landlord 5 days to reply to your request.
6. If the landlord or property owner fails to return your deposit, call HOME Line back and a tenant advocate will discuss other options.

## Security Deposit Request

To: \_\_\_\_\_ (Landlord)  
\_\_\_\_\_  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Address)

From: \_\_\_\_\_ (Tenant)  
\_\_\_\_\_  
\_\_\_\_\_ (Current/Forwarding Address)  
\_\_\_\_\_ (Current/Forwarding Address)

I, \_\_\_\_\_ (tenant's name), vacated the premises located at  
\_\_\_\_\_  
\_\_\_\_\_ (address) on the \_\_\_\_\_ day of  
\_\_\_\_\_ (month), \_\_\_\_\_ (year).

Per Minnesota Statute §504B.178(3), you were required to return to me, within three weeks of my vacating the apartment, one of the following:

- (1) My full deposit of \$\_\_\_\_\_ plus interest for a total of \$\_\_\_\_\_; or
- (2) A written statement showing the specific reasons for withholding my deposit or any portion of it, as well as the portion of my deposit not withheld, if any, plus interest.

Since you have failed to fulfill these obligations, Minnesota Statute §504B.178(4) allows me to recover the portion of the deposit and interest illegally withheld, and, as a penalty, an amount equal to this amount, as well as court costs. In addition, Minnesota Statute §504B.178(7) allows me to recover up to \$200 for bad faith retention of my security deposit.

I would, however, prefer to settle this issue out of court. Therefore, please send me my full security deposit plus interest, as noted above, to the above address within five days. If you fail to comply with my request, I will take court action to recover the full amount plus penalties and punitive damages allowed by the statute.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date