

# Security Deposit Demand Letter

Your letter to request a security deposit is on page 3. Before you fill out your letter, you will need to figure out how much interest you earned on your security deposit.

You get 1% interest on your security deposit per year. To figure out how much interest you get, you need to know:

- how much your security deposit was, and
- how many months you lived in your rental.

You need to do some math to figure out your interest. You will use the **TOTAL DEPOSIT** number in your letter.

1) Figure out the interest for 1 year:

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{security deposit amount} \end{array} \times .01 = \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{interest for 1 year}$$

2) Figure out the interest for 1 month:

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{interest for 1 year} \\ \text{(answer from \#1 above)} \end{array} \div 12 = \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{interest for 1 month}$$

3) Figure out how much total interest you earned:

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{interest for 1 month} \\ \text{(answer from \#2 above)} \end{array} \times \frac{\underline{\hspace{1cm}}}{\text{number of months}} = \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{living in rental} \qquad \qquad \qquad \text{total interest}$$

4) Figure out how much **TOTAL DEPOSIT** you should get back:

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{total interest} \\ \text{(answer from \#3 above)} \end{array} + \begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{security deposit} \\ \text{amount} \end{array} = \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{TOTAL DEPOSIT}$$

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Your landlord may also owe you a penalty. Do this math to figure out the minimum and maximum penalties. You will use these numbers in your letter.

## 1) Minimum Penalty

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \quad \times \quad 2 \quad = \quad \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{Total Deposit} \\ \text{(answer from \#4 above)} \end{array} \quad \text{Minimum Penalty}$$

## 2) Maximum Penalty

$$\begin{array}{r} \$ \underline{\hspace{1cm}.\hspace{1cm}} \quad + \quad 500 \quad = \quad \underline{\hspace{1cm}.\hspace{1cm}} \\ \text{Minimum Penalty} \\ \text{(answer from \#1 above)} \end{array} \quad \text{Maximum Penalty}$$

## After You Finish Your Letter:

- **Print your letter**

If your computer is connected to a printer, you can print this form at any time by clicking on "File," then selecting "Print" from the drop down menu. You may also print by pressing "p" while holding down the "Ctrl" key. If you don't have a printer, you can find one at a library.

- **Don't date, sign or send the form until after the deadline**

Has it been three weeks since you moved out AND gave your landlord a forwarding address (or other delivery instructions)? If not, wait until the deadline has passed before you sign, date or mail the form.

- **Sign the letter, make copies, and mail it**

Once you have signed and dated the letter, you should make copies and keep at least one for yourself. After you have done that – and the three week deadline has passed – mail the letter to the landlord.

- **Learn more about Small Claims Court**

If you have to take your landlord to small claims court, go to [www.LawHelpMN.org](http://www.LawHelpMN.org), click on "The Legal System," then click "Representing Yourself in Small Claims Court." Or type this URL into your browser: <http://www.lawhelpmn.org/issues/the-legal-system/representing-yourself-in-small-claims-court-1>

- **Find more legal help**

If you have any questions, or if you think you need legal representation, contact HomeLine MN at 866-866-3546.

## Request for Security Deposit

\_\_\_\_\_  
*Landlord's Name*

\_\_\_\_\_  
*Your Name*

\_\_\_\_\_  
*Landlord's Street Address*

\_\_\_\_\_  
*Your Current Street Address*

\_\_\_\_\_  
*Landlord's City, State & Zip Code*

\_\_\_\_\_  
*Your Current City, State & Zip Code*

I, \_\_\_\_\_, vacated the premises located at  
(*your name*)

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.  
(*rental address*) (move-out date)

Under Minnesota Statute §504B.178(3), you were required to return to me, within three weeks of my vacating the premises and providing you with a forwarding address or delivery instructions, one of the following:

- 1) My full deposit of \$\_\_\_\_\_ plus interest for a total of \$\_\_\_\_\_ ; or  
(*Security Deposit Amount*) (Total Deposit Amount)
- 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 sue 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 \$500 for bad faith retention of my security deposit. In this case, that amount would be between \$\_\_\_\_\_ and \$\_\_\_\_\_, plus court costs.  
(*Minimum Penalty*) (Maximum Penalty)

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 the penalties and punitive damages authorized by Minnesota Statutes.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Your Printed Name*