

Seven Day Notice Regarding Security Deposit

Date:

Landlord Name: _____

Landlord Mailing Address: _____

To Whom It May Concern,

This letter serves as written notice regarding the return of my security deposit for the rental property located at:

Rental Address: _____

My tenancy at this address began on _____ and ended on _____.

At move-in, I paid a security deposit totaling \$_____

Reason for This Notice

Please select the situation that applies:

A. Deposit Returned with Deductions

I received part of my deposit back, along with an itemized list of charges. After reviewing the deductions, I am disputing the following items because I believe they meet one or more of these conditions:

- ☐ They do not exceed normal wear and tear under Colorado law
- ☐ They relate to damage I am not responsible for
- ☐ The amounts charged exceed the reasonable or depreciated value
- ☐ Other: _____

Deductions I am disputing:

1. _____
2. _____
3. _____
4. _____
5. _____

B. Deposit or Accounting Not Provided

It has been more than 30 days since I moved out, or up to 60 days if my lease allows, and I have not received my deposit or a written explanation. Colorado Revised Statute 38-12-103(2) states that if no accounting is provided in that timeframe, the landlord forfeits the right to withhold any portion of the deposit. This does not prevent a landlord from pursuing a separate claim for damages.

Request for Payment

I am requesting that \$_____ be returned to me. If this amount is not received within **seven days** after you receive this letter, I may pursue legal action and seek treble damages as permitted by Colorado Revised Statute 38-12-103(3), along with court costs and attorney fees if applicable.

Voluntary Mediation Option

If you prefer to resolve this matter through a neutral and collaborative process rather than proceeding through the courts, free mediation is available through:

Longmont Mediation Services

Phone: 303-651-8444

Email: mediation.services@longmontcolorado.gov

Mediation is voluntary and can help both sides reach a mutually acceptable agreement.

Sincerely,

Signature: _____

Printed Name: _____

Current Mailing Address: _____
