

## 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 \$**\_\_\_\_\_

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### Reason for This Notice

*Please complete only one of the sections below, based on your situation.*

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#### Section 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. \_\_\_\_\_

**[ ] Section 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.

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**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.

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**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](mailto:mediation.services@longmontcolorado.gov)

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

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Sincerely,

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

**Printed Name:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

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