

Withheld security deposit

Date: _____

Landlord's Name: _____

Landlord's Address: _____

City/State/Zip Code: _____

Dear _____ (landlord):

On _____ (date of move) I moved out and returned the keys to the premises located at _____ (former rental address). I also provided you with a written forwarding address, as required by the law, on _____.

- It has been more than thirty (30) days since moving and I have not yet received my security deposit or an itemized statement explaining and deductions.

- I received a portion of my security deposit from you and/or an itemized statement explaining the deductions from my security deposit; but, I believe that \$ _____ was wrongfully withheld from my deposit because

_____.

According to Section 5321.16 of the Ohio Revised Code, a landlord is required to return a security deposit within thirty (30) days after a tenant has moved from the premises. The law further provides that if the security deposit is not returned within the thirty (30) day time period, the tenant may recover twice the amount wrongfully withheld, plus attorney fees and court cost.

Please return my security deposit in the amount of \$ _____ immediately. If I do not receive the return of the wrongfully withheld portion of my security deposit, I will pursue my legal claim for double damages, attorney fees, and court costs.

I thank you in advance for your prompt attention to this matter.

Cordially,

Tenant Name(s) and Signature(s) _____

Address: _____

Phone Number: _____

cc: copy retained for my records