

INSTRUCTIONS
HOME LINE FORM LETTERS

1. Fill out the appropriate 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.
2. Make sure you sign the letter and date the letter.
3. Make a copy of the letter after you sign and date it. Keep it for your personal file.
4. Send the original request by first class mail (a regular stamp) to the landlord or property owner (whoever you paid the deposit to or who is named on application documents).
5. The letter you filled out gives your landlord a certain number of days to respond. Allow your landlord that amount of time to reply to your request.
6. If the landlord or property owner fails to comply with your request, call HOME Line back and a tenant advocate will discuss other options.

Request for Prelease Deposit

Landlord

Street Address

City, State, Zip

_____, applied to rent your property located at
(Print prospective tenant's name)

(Address, city, state, zip)

Per Minnesota Statute § 504B.175, a landlord may only accept a prelease deposit if the landlord and prospective tenant enter into a conspicuous written agreement which includes the following:

- (1) the circumstances under which the prelease deposit will be returned to the prospective tenant; and
- (2) that the landlord is required to return the prelease deposit within seven (7) days of the occurrence of a circumstance described in clause (1).

I, a prospective tenant, paid you a prelease deposit in the amount of \$_____. You have failed to comply with state law by (*check all that apply*):

- ☐ The written agreement did not state under what circumstances the prelease deposit would be returned and/or did not state that the prelease deposit would be returned within seven days of those circumstances occurring.
- ☐ There was no conspicuous written agreement between the landlord and myself regarding the prelease deposit.
- ☐ You have failed to return the prelease deposit within seven days of a circumstance occurring which required the prelease deposit to be returned.
- ☐ You have failed to apply the prelease deposit amount to my security deposit or rent after entering into a rental agreement.

Since you have failed to fulfill these obligations, Minnesota Statute § 504B.175 subd. 4 allows me to recover the full amount of the prelease deposit in addition to one-half of that amount as a penalty.

I would, however, prefer to settle this matter out of court. Therefore, please send me my full prelease deposit within 5 days to the address below. If you fail to comply with this request, I will take legal action to recover the full amount plus penalties.

(Signature)

(Date)

(Current Mailing Address)

(City, State, Zip Code)