

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 pay rent to or is named on the lease).
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 Security Deposit

Landlord

Address

City, State, Zip

Tenant

Current/Forwarding Address

City, State, Zip

I, _____, vacated the premises located at _____
(Tenant's name) *(address)*
_____ on the _____ day of _____,
(address) *(date)* *(month)* *(year)*.

Per Minnesota Statute §504B.178(3), you were required to return to me, within three weeks of my vacating the premises, one of the following:

- 1) My full deposit of \$_____ plus interest for a total of \$_____; or
- 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 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.

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.

Tenant's Signature

Date