

# Security Deposit Demand Letter

Date: \_\_\_\_\_

Dear (landlord name) \_\_\_\_\_:

I was formerly your tenant at (address): \_\_\_\_\_. When I first moved in, I paid \$\_\_\_\_\_ as a security deposit.

As you know, I moved out on (date) \_\_\_\_\_. You sent me an accounting of damages that you claim were caused while I lived at the rental unit. You provided me with a partial refund of my security deposit in the amount of \$\_\_\_\_\_ on (date) \_\_\_\_\_.

I disagree with the following charges for damage (check all that apply and provide details):

- ☐ **Charges for Ordinary Wear and Tear.** ORS 90.300(7)(a)(B) states that a landlord may not charge renters for damage caused by *ordinary wear and tear* (small or minor damage). The following items and amounts listed on your accounting are ordinary wear and tear. (List items and amounts you were charged):

1. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
2. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
3. Item: \_\_\_\_\_ Amount: \_\_\_\_\_

- ☐ **Charges for Existing Damage.** The following amounts listed on your accounting are for items that were in the same condition when I moved out as when I moved in. (List items and amounts you were charged):

1. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
2. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
3. Item: \_\_\_\_\_ Amount: \_\_\_\_\_

- ☐ **Charges for Unaddressed Repairs.** The following charges were the result of your failure to make repairs to my rental. I have attached documents that show I made repairs requests for

these items while I was a tenant. *(List items and amounts you were charged and attach repair requests to this letter):*

1. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
2. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
3. Item: \_\_\_\_\_ Amount: \_\_\_\_\_

☐ **Charges for Full Replacement Cost (*long-term renters only*).** I was your renter for \_\_\_\_\_ years. Because I was a renter for many years, it is unlawful to charge me the full replacement cost for any items in my rental unit. I disagree with the following charges for the full-replacement cost of items. *(List items and amounts you were charged):*

1. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
2. Item: \_\_\_\_\_ Amount: \_\_\_\_\_
3. Item: \_\_\_\_\_ Amount: \_\_\_\_\_

**Please remove the disputed charges from my accounting and refund the wrongly withheld deposit to me within 10 days. You may send my refund to (*current address*):**

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

Tenant name

\_\_\_\_\_

Tenant signature