

Date: _____

Landlord(s) _____

Address _____

City, State Zip _____

Re: Security deposit return for tenancy at _____
(rental unit address)

Dear _____:

I was a tenant at _____, Berkeley, CA 94____ from _____ to _____.

I am writing to you to request the return of my security deposit, in the amount of _____.

I vacated my apartment on _____. Before vacating, I cleaned and left the apartment in the same condition as it was delivered to me.

Under California Civil Code Section 1950.5, you were required to notify me of my right to a walk-through inspection prior to moving out. You failed to do so.

Moreover, you were required to return my deposit in full within 21 days of the day that I vacate the unit or furnish me with an itemized list of the damages caused by me along with copies of receipts for the cost of repairing such damage or reasonable cleaning costs of the unit. To date, I have not received a refund of my security deposit or any letter which provides an explanation for why any amount of this deposit is being withheld.

As a reminder, California Civil Code Section 1950.5(k)(1) provides for penalties of up to twice the amount of the deposit if a landlord retains the deposit in bad faith. I would appreciate a prompt handling of this matter, so that we are able to avoid any legal proceedings to recover this money.

Please promptly send the funds to me at my new address: _____
within 10 days.

Thank you for your attention to this matter. I hope that we are able to resolve this issue soon.

Sincerely,
