

# SAMPLE DEPOSIT RETURN REQUEST

Note: Information provided by the Community Alliance of Tenants is for general educational use only. It is not a substitute for the advice of an attorney.

Your name and address

Landlord's name and address

Date

Dear **landlord**,

I am writing this letter to request an immediate return of my security deposit of **\$ amount**.

By law I was entitled to receive either a full refund of my deposit or an accounting of what the deposit was used for within 31 days from when I moved out. I moved out on **date** and I have received neither my deposit nor the accounting. Therefore, by law (ORS 90.300) I am now entitled to twice the amount that was wrongfully withheld, which totals **\$ twice the amount of withheld deposit**.

Please respond to me within the next **amount of time** with your plans to return my deposit . If I do not hear from you by that time, I will pursue legal options to recover the **\$ twice the amount of the withheld deposit** I am entitled to under Oregon law.

Sincerely,

Your Name

Community alliance of tenants  
renters' rights hotline 503.288.0130  
[www.oregoncat.org](http://www.oregoncat.org)

COMMUNITY ALLIANCE OF TENANTS  
(503)288-0130