

Security Deposit Return Letter - More than 6 units

BY CERTIFIED AND REGULAR MAIL

Date: _____

Landlord:

RE: Return of Security Deposit for _____.

Dear _____:

I am writing to you to request the return of my security deposit.

I am asking you to return to the security deposit in the amount of \$_____ (_____). Under Illinois law, you should send me this deposit or an itemized statement of deductions within 45 days of my move out. You can send the full amount to my new address, which is:

I am entitled under Illinois law (765 ILCS 710/1) to the prompt return of my security deposit within a reasonable time period (30 days to receive an itemized letter stating any deductions and including receipts for work, and 45 days to receive the return of the remaining deposit) or I have a right to sue you as the landlord for improper failure to return a security deposit. Given your long and extensive history as rental housing manager, I do not expect to have to do so, but I am sending this letter for my protection.

Thank you for your prompt attention to this matter.

If you have any questions please call me at (____) _____ - _____.

Sincerely,