

SEVEN DAY DEMAND LETTER (TEMPLATE)

(Send by Certified Mail-Return Receipt Requested)

Landlord's Name:

Date:

Landlord's Address:

Dear _____:

I (We) lived at _____ from _____ until _____.

I (We) paid a security deposit in the amount of \$ _____ at the beginning of the lease.

(Include either Option 1 or Option 2)

Option 1:

You withheld \$ _____ from the deposit. You itemized deductions that (check all that apply):

_____ were not "beyond normal wear and tear" as defined by Colorado law

_____ the signers of the lease or invited guests were not responsible for

_____ exceeded the depreciated value of the damaged items

_____ Other: _____

I (we) disagree with the following deductions:

1. _____
2. _____
3. _____
4. _____
5. _____

Option 2:

More than 30 days [or up to 60 days if specified in the lease] have passed since we terminated the lease and vacated the premises and you have not returned the deposit or an account of the amounts you retained. Per Colorado Revised Statute 38-12-103(2) you have forfeited your right to retain any funds from the security deposit. (Note: this does not prevent landlords from suing for damages).

Financial Demand (include under either Option 1 or Option 2):

Notice is hereby given that the undersigned intend to file legal proceedings against you, due to the wrongful and willful retention of \$ _____ of my (our) security deposit. If I (we) do not receive \$ _____ within seven days of your receipt of this letter, I (we) will sue for treble damages in the amount of \$ _____ plus court costs and attorney's fees (if incurred) pursuant to Colorado Revised Statute 38-12-103(3).

(Optional)

You did not pay the interest on the deposit as required by City of Boulder Revised Code 12-2-7. Notice is hereby given that the undersigned intend to file legal proceedings against you if the interest payment is not received within seven days of your receipt of this letter. Failure to pay the interest can result in damages of three times the interest due or \$100, whichever is greater.

(Optional)

If you would like to reach a settlement of this matter through use of low-cost neutral mediation, and the property is within Boulder city limits, please contact the City of Boulder Mediation Service at (303) 441-4364.

Signed,

Print Tenant's Name(s):

Tenant's Current Address: