***Sent via Regular and Certified U.S. Mail***

< Landlord Full Name >

< Landlord Address >

< Landlord Address >

< Date >

**Re: Security Deposit for < Your Full Name >**

**< Your Former Address >**

Dear Mr/s. < Landlord Last Name >:

I am writing to you regarding my security deposit for the above-referenced unit. During my tenancy, you received a security deposit in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledged in the lease agreement you entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_. (*See* Lease enclosed).

Under the Chicago Residential Landlord and Tenant Ordinance (CRLTO), you were required to provide me with a security deposit receipt at the time that I tendered my deposit. Specifically, the CRLTO states that,

Except as provided for in subsection (b)(2), any landlord who receives a security deposit from a tenant or prospective tenant shall give said tenant or prospective tenant at the time of receiving such security deposit a receipt indicating the amount of such security deposit, the name of the person receiving it and, in the case of the agent, the name of the landlord for whom such security deposit is received, the date on which it is received, and a description of the dwelling unit. The receipt shall be signed by the person receiving the security deposit. Failure to comply with this subsection shall entitle the tenant to immediate return of security deposit.

Failure to comply with these provisions triggers a penalty of “damages in an amount equal to two times the security deposit, plus interest.” CRLTO 5-12-080(f)(1).

You failed to provide me with a security deposit receipt when I tendered my deposit to you on \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_. Since you did not follow the lawful process to withhold money from a security deposit as mandated by the CRLTO, you are now required to return the entire amount of my security deposit. For the above-stated reasons, I am entitled to an immediate return of my security deposit in the amount of $\_\_\_\_\_\_\_\_\_. Please send a certified check, cashier’s check, or money order in the amount of $\_\_\_\_\_\_\_\_\_ payable to < Your Full Name > within the next 14 days, on or before \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ to:

< Your Full Name>

< Your Current Address >

< Your Current Address >

I would prefer to settle this matter outside of court. However, if you do not return my entire security deposit of $\_\_\_\_\_\_\_\_\_, please be advised that I am prepared to exercise all legal options available to recover the monies you owe, including seeking damages equal to two times the security deposit, plus interest, as allowed under CRLTO 5-12-080(f)(1). Should you wish to discuss this matter, please call me.

Sincerely,

< Your Full Name >

< Your Phone Number >

Enclosure