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DEMAND LETTER INSTRUCTIONS

Security Deposit Return

Landlord's failure to provide itemized statement with receipts attached

Thank you for purchasing a Chicago Advocate Legal, NFP legal form. Attached to these instructions, you will find a demand letter based on 765 ILCS 710/1, the Illinois Security Deposit Return Act, a statute that governs many landlord tenant relationships in the City of Chicago. Specifically, the letter cites a portion of the statute that requires your landlord to mail you an itemized statement with receipts attached, within 30 days of you moving out of your apartment, if any money is going to be withheld from your security deposit.

To download this form, you had to answer a few questions, including one about the size of the apartment building you lived in. If you did not answer these questions, please return to our website and answer the questions under the security deposit section of Chicago Advocate Legal, NFP's Legal Forms page.

In the letter, you'll find a few blank, underlined sections where you'll need to fill in information yourself. These sections allow you to customize the letter so it reflects your move in and move out dates, the amount of your security deposit, and the amount demanded. We also provide a space for you to add a custom paragraph, if you'd like to include additional facts unique to your situation.

When you mail the letter, make sure to send it by certified mail so you have proof that it was delivered. If you have questions while preparing the letter, or need to discuss your landlord's response to the letter, you can purchase a consultation with a Chicago Advocate Legal, NFP attorney for a flat fee of \$25.00.

Chicago Advocate Legal, NFP forms are made available for educational purposes only as well as to give you general information and a general understanding of the law, not to provide specific legal advice. By using the enclosed Form you understand that there is no attorney-client relationship between you and Chicago Advocate Legal, NFP. The Form should not be used as a substitute for competent legal advice from a licensed professional attorney in your state.