LANDLORDS, READ THIS ...

You will automatically forfeit your tenant’s entire security deposit if you do not act within 14 days of move out to:

1. **Determine** if any deductions should be made.

2. **Return** any amount owed the tenant, plus interest, by mail or hand.
   - Certified mail is recommended.

3. **Include** a written statement that:
   - Itemizes any deductions (use best estimates if necessary); and
   - Provides notice of the tenant’s right to request a hearing before the Housing Board of Review within 30 days of receiving the statement.

If you “willfully” fail to follow these requirements, you may be liable for double your tenant’s security deposit.

Other important reminders:

- Security deposit deductions are only allowed for: (1) the actual cost to repair damage beyond normal wear and tear; (2) nonpayment of rent; (3) nonpayment of utility or other charges which the tenant was required to pay directly to the landlord or to a utility; and (4) expenses required to remove articles abandoned by the tenant.

- Security deposits may not be used for the last month’s rent, unless agreed to in a written lease.

- Security deposits must be held in interest-bearing accounts.

- Landlords and tenants must do a walkthrough and prepare a list of existing damages at the beginning of any rental arrangement.
  - A final walkthrough with the tenant and a checkout list is also recommended.

This factsheet is provided by Burlington’s Housing Board of Review to increase landlords’ awareness of Burlington’s security deposit ordinance. A complete copy of the City’s ordinances is available online at [http://www.codepublishing.com/VT/Burlington/](http://www.codepublishing.com/VT/Burlington/), or in hardcopy at the City Clerk’s Office.