**NOTICE TO TENANT OF WITHHOLDING OF SECURITY DEPOSIT [[1]](#footnote-1)**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date delivered: \_\_\_\_\_\_\_\_\_\_

(name of tenant)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mail or hand delivery)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (forwarding or last-known address)

As the landlord of the rental unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , I am legally required to return your security deposit, along with written notice of any withholdings, within 14 days of the date you vacated or abandoned this rental unit.

The following is an itemized list of any withholdings from your security deposit:

|  |
| --- |
| **Repair costs for damage beyond normal wear and tear** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $$$$$$ |
| **Unpaid rent** |
|  | $ |
| **Unpaid utilities or other charges owed directly to the landlord** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $$ |
| **Expenses required to remove abandoned articles** |
|  | $ |
| **TOTAL AMOUNT WITHHELD** | **$** |

The following portion of your security deposit is being returned to you, plus interest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **+** \_\_\_\_\_\_\_\_\_\_ **–**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **=** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (original deposit) (interest) (amount withheld) **(amount returned)**

You have the right to appeal the withholding of all or part of your security deposit within 30 days of receipt of this notice. A request for hearing must be submitted to the Burlington Housing Board of Review, 149 Church Street, Room 11, Burlington, VT, 05401. Request forms are available at the Clerk Treasurer’s Office or online through the City of Burlington’s website at: <https://www.burlingtonvt.gov>.

1. This is only a sample for you to refer to when drafting forms in compliance with Burlington’s security deposit ordinance. Similar forms may be independently available through third-party organizations, such as the Vermont Apartment Owners Association. [↑](#footnote-ref-1)