



Security deposit demand letter (Chicago renter)

[Your name]

[Your new address]

[Email] · [Phone]

[Date]

[Landlord / property manager name]

[Landlord address]

Re: Return of security deposit for [rental address, unit], Chicago, IL [ZIP]

Dear [Landlord name],

I vacated and surrendered the above rental unit on [move-out date]. Under Municipal Code of Chicago § 5-12-080, if this unit is RLTO-covered, you are required to send a written, itemized statement of any deductions from my security deposit within 30 days of my move-out, and to pay me interest on the deposit (§ 5-12-081) for each 12-month period it was held, if held 6 months or more.

As of today, I have not received [the itemized statement / my deposit balance / the interest owed / all of the above]. My deposit was \$[amount], held from [move-in date] to [move-out date].

Please send the full amount owed to me — deposit balance plus any interest owed, less only lawful, itemized deductions for damage beyond normal wear and tear — to the address above within [e.g., 10] days of this letter.

If this isn't resolved, I intend to pursue the remedies available to me under the RLTO, which can include statutory damages of up to two times the amount wrongfully withheld plus my attorney's fees (confirm current exact penalty language under MCC §§ 5-12-080, 5-12-081), including through a claim in Illinois small claims court if necessary.

Thank you for your prompt attention.

Sincerely,

[Your name]