



Security deposit small-claims final notice (NY)

[Your name]

[Your new address]

[Email] · [Phone]

[Date]

[Landlord / property manager name]

[Landlord address]

Re: FINAL NOTICE before small claims action — security deposit for [rental address, unit]

Sent via certified mail, return receipt requested

Dear [Landlord name],

On [date of first demand letter], I sent you a written demand for the return of my security deposit of \$[deposit amount] for the apartment at [rental address, unit], which I vacated on [move-out date]. Under New York General Obligations Law § 7-108, you were required to return my deposit — less any lawful, itemized deductions — within 14 days of my move-out, along with a written statement of any deductions.

More than [number] days have now passed since that deadline, and I have received neither my deposit nor a lawful itemized statement, nor any response to my prior letter.

This is my final notice before I file suit. If I do not receive the full \$[amount owed] within [10] days of the date of this letter, I will file a claim against you in [New York City Civil Court, Small Claims Part, County of [County]], where claims up to \$10,000 may be brought without an attorney (New York City Civil Court Act § 1801). I will ask the court for the amount wrongfully withheld, plus filing and service costs, and — because you failed to return my deposit or provide a lawful itemized statement within the time required by law — statutory damages of up to twice the amount wrongfully withheld for a willful violation of General Obligations Law § 7-108.

I would still prefer to resolve this without going to court. Please send the full amount owed to the address above, or contact me at [phone/email], within [10] days of this letter.

Sincerely,

[Your name]