

Security Deposit — Client Intake

Get My Security Deposit Back

landlordkeptmydeposit.com

Fill this in as completely as you can before your session. Every box you complete here is one less thing to stop and look up later. If you don't know an answer, leave it blank and write "unsure" — you can find it together during the session. Print clearly. Attach a copy of your lease if you have one.

1. You (the tenant)

The person filing the claim. If more than one tenant is on the lease, see Section 6.

Your full legal name

Exactly as it should appear as the sender of the letter.

Your current mailing address

Where the landlord can send payment or a response. Street, city, state, ZIP.

Phone

Email

2. Your landlord (the other side)

The person or company that holds the deposit.

Landlord's legal name

If a company, the full business name (e.g., "Maple Property Management LLC").

Landlord's mailing address

The address you have used to reach them. Street, city, state, ZIP.

Is the landlord a company (LLC, corporation), not an individual?

☐ Yes

☐ No

If the landlord is a company: a demand letter and any court papers may need to go to the company's "registered agent" — the official person or address the company has on file with the state to receive legal mail. You do not need to find this yourself. Your guide will look it up in the state business registry during your session. Just fill in anything you already know below.

Company / agent details you already know (optional)

e.g., a manager's name, an office address, or a registered agent if it appears on your lease. Leave blank if unsure.

3. The rental property & tenancy

Do you have a copy of your lease?

☐ Yes

☐ No

Your lease is the most important document in your case. Have it ready as a PDF, a Word document, or clear photos of every page — so it can be loaded into the AI during your session. If you can't find it, you can still proceed; tell your guide and you'll work out next steps together.

Rental property address

The unit you rented. Street, city, state, ZIP. The state governs your case.

Lease start date

Lease end date (or "month-to-month")

Date you moved out

Date you gave landlord your new address

Did you give the landlord your new mailing address in writing?

☐ Yes

☐ No

Some states require this in writing for the deadline clock to start.

Does your lease have an arbitration or "resolve disputes outside court" clause?

☐ Yes

☐ No

If unsure, leave blank — it will be checked from your lease.

4. The money

These numbers are the base of your entire claim. Check bank records if unsure.

Security deposit you PAID (\$)

Amount the landlord RETURNED (\$)

If a different amount was collected than the lease states, explain

e.g., lease says \$1,200 but you actually paid \$1,400.

Do you have proof you paid the deposit? (receipt, bank record, money order)

☐ Yes

☐ No

Note: if the landlord sent you an itemized list of deductions, that counts as proof too — by listing what they took out of your deposit, the landlord is acknowledging in writing that they received it.

5. Deductions & what happened

Did the landlord send a written, itemized list of deductions?

Sometimes called an "itemization." If yes, attach a copy.

☐ Yes

☐ No

If yes — date you received it

How it arrived (mail, email, text)

Itemized deductions the landlord claimed

List each deduction and the dollar amount. Use the back of the page if you need more room.

WHAT THE LANDLORD CHARGED YOU FOR

AMOUNT (\$)

Which deductions do you think are wrong, and why?

For each one you disagree with, name it and say why. Common reasons: it was normal wear and tear, not damage; you already cleaned or repaired it; or the item was old. Paint and carpet are good examples — they have a "useful life," and once an item is near or past the end of its expected lifespan, a landlord generally can't charge you full price to replace it, even for real damage. If a deduction is for replacing something old, you can choose to dispute it.

DEDUCTION YOU DISPUTE

WHY YOU THINK IT'S WRONG

Anything else about what happened — the condition you left the unit in, your move-out, and any other context

Tell the story in your own words. Be specific about dates and condition.

6. Evidence you have

Check all that apply. Bring copies to your session.

- ☐ Move-out photos or video
- ☐ Move-in photos or video
- ☐ Written move-out walkthrough / inspection report
- ☐ Texts or emails with the landlord about condition
- ☐ The signed lease
- ☐ Receipts for any cleaning or repairs you did

Other evidence (describe)

Don't worry if you can't check many boxes. Missing photos or paperwork does not automatically sink your case. In many states, if a landlord simply waited too long to return your deposit or to send a proper itemized list by the legal deadline, they can forfeit the right to withhold anything at all — regardless of what evidence you have. Your guide will check your state's specific deadline and what happens when a landlord misses it.

7. History with this landlord

Any prior disputes? (ignored repairs, habitability issues, written complaints)

☐ Yes ☐ No

If yes, briefly describe

8. Damages option

Many states let you claim extra (2x or 3x) when a landlord wrongfully withholds.

Do you want to pursue state-allowed extra damages if available?

☐ Yes ☐ No

The exact rule for your state will be looked up during your session.

9. More than one tenant?

Only if other people were also named on the lease.

Names of all other tenants on the lease

Leave blank if you were the only tenant.

Are the other tenants reachable and on speaking terms with you?

☐ Yes ☐ No

Did each tenant pay a separate, identifiable share of the deposit?

☐ Yes ☐ No

If no, the deposit was likely paid as one lump sum.

This form collects information only. It is not legal advice and does not guarantee any outcome. Keep a copy for your records.