

## Sample Demand Letter

Jill Landlord  
69 Main St.  
Tacoma, WA 98425

Dear Ms. Landlord:

I moved out of your rental property located at 38 Sycamore, Elbe, WA 99302, over two weeks ago. I gave you written notice on May 10, 2017 that I would be moving out on May 31. I was out by the end of that day.

When I moved in, I paid you a damage deposit of \$500. You must return my damage deposit in full or provide a written explanation why you have withheld any of it within 21 days of my moving out. RCW 59.18.280. The law also provides that you are liable for twice the amount of the deposit plus court costs and attorney fees for not following the damage deposit requirements.

In our phone conversation earlier today, you claim that you do not have to refund my deposit due to damage to the property. The damage you claim is ordinary wear and tear. Under state law, you cannot hold this against me. I have pictures of the place when I moved out, and a witness who will testify that it was as clean when I moved out as it was when I moved in.

I also have a copy of the checklist we both signed when I moved in. It shows that most of the conditions you complain about existed when I moved in.

Please send me a check or money order for \$500 by July 1, 2019. If I do not get my deposit refund by that date, I will file a case against you in small claims court for the entire amount of money provided for in the Residential Landlord Tenant Act.

Sincerely,

Joe Tenant  
1234 Main Street, #B  
Tacoma, WA 98425