

**Sample Letter #1 -if you have *not* heard from your former landlord after 21 days of when you moved out.**

**信件模板#1 - 用于 搬离 21 天后 没有收到前房任何信件。**

\_\_\_\_\_  
[date] [日期]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[landlord's name and mailing address] [房姓名和地址地址]

RE: Request for Return of Deposit; Certified Mail # \_\_\_\_\_

主旨：保金退求; 挂号信# \_\_\_\_\_

Dear \_\_\_\_\_:

的\_\_\_\_\_ :

I moved out of my rental located at \_\_\_\_\_ [address of rental] on \_\_\_\_\_ [date]. When I moved in, I paid a \_\_\_\_\_ [type of deposit] of \$ \_\_\_\_\_ [amount of deposit]. It has been more than 21 days since I moved out. I have not received my deposit back from you. I have not received any statement from you.

我已于\_\_\_\_\_ [日期]搬离我租住的位于\_\_\_\_\_ [租住房屋的地址] 的住所。在入住，我支付了\_\_\_\_\_ [保金类型]，金\_\_\_\_\_ [保金金]美元。在，我已搬离超 21 天了。我没有收到您退的保金，也没有收到您的任何声明。

The Washington State Residential Landlord Tenant Act says that if you do not send the statement within 21 days, I am entitled to a complete refund of my deposit. If you intentionally failed to return my deposit or send me the statement, I can ask a court for double the amount of my deposit. If I do not receive my full deposit within one week, I may file a lawsuit to recover my deposit. If this becomes necessary and I win, you may have to pay the costs of the lawsuit and attorney's fees. You can send my full deposit to: \_\_\_\_\_ [address].

「盛州住宅房-租客法」定，如果您未在 21 天内寄送任何声明，我将有权全取回保金。若您故意不退保金或不寄送任何声明，我可以求法庭裁定您予我双倍的保金作。若在一周内没有收到全保金，我可能会提起以拿回保金。如果有必要么

做，在我☒☒之后，您可能必☒支付☒☒☒和律☒☒。您可以将全部保☒金寄至：  
\_\_\_\_\_ [地址]。

Sincerely

☒敬意，

\_\_\_\_\_  
\_\_\_\_\_  
[your name and signature]

[您的姓名和☒名]

**Sample Letter #2 -to dispute that your security deposit is being kept or that you owe your former landlord money.**

信件模板#2- 用于房☒扣留保☒金或您欠前房☒☒☒☒行申☒。

\_\_\_\_\_  
[date] [日期]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[landlord's name and mailing address]

[房☒姓名和地址地址]

RE: Alleged Damages/Charges; Certified Mail # \_\_\_\_\_

主旨：指控的☒害☒☒金/收☒; 挂号信# \_\_\_\_\_

Dear \_\_\_\_\_:

☒☒的\_\_\_\_\_:

I received your letter dated \_\_\_\_\_ stating I owe \$ in damages or other charges. \_\_\_\_\_

您于\_\_\_\_\_ (日期) 的来信已经收悉, 您在信中说我欠您\_\_\_\_\_美元的损害赔偿金或其他费用。

**I dispute these damages.** The Residential Landlord-Tenant Act states that tenants are not liable for certain things, such as normal wear and tear, damaged caused by third parties, damage that existed when I moved in, or unreasonable charges.

我对这些损害赔偿金存有异议。「住宅房东-租客法」规定, 对于正常磨损、第三方造成的损坏、入住时存在的损坏或不合理的收费等, 租客不需承担任何责任。

[Check all that apply, give an explanation, and attach evidence]

[请选中所有适用项, 给予解释并附上证据]

- I am not responsible for the following alleged "damages" because there was no damage; there was only normal wear and tear:

我不对以下指控的「损害赔偿」负责, 因为并没有损坏;只有正常的磨损:

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

- "I am not responsible for the following alleged "damages" because they were not caused by me, my family, or my guests:

我不对以下指控的「损害赔偿」负责, 因为这些损害不是由我、我的家人或我的客人造成的:

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

- "I am not responsible for the following alleged "damages" because these were the conditions when I moved in so no damage was done:  
我不对以下指控的「损害赔偿」负责负责，因为我入住时就是这样的状况，所以我没有造成任何损害：

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- I am not responsible for the following charges because they are not reasonable:  
我不对以下费用负责，因为这些费用不合理：

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- I cannot be charged for any alleged damage because you did not do a move-in inspection report with me when I first moved in. The law requires you to do this. Since you did not, you cannot charge me for any alleged damages.

您不能因任何指控的损害而向我收费，因为我刚入住时，您没有和我一起完成入住检查报告。按照法律规定，这是您必须做的。既然您没有做，您就不能因任何指控的损害赔偿而向我收费。

- You did not provide a "full and specific statement" of alleged damages and repair costs within 21 days of when I moved out. You only provided estimates of repair costs. Under a court case called *Goodeill v. Madison Real Estate*, these estimates are not good enough. You did not comply with the law.

您在我搬离后 21 天内未就指控的损害赔偿和维修费用提供「完整且具体的陈述」，而仅提供了维修费用的估算金额。根据名为「*Goodeill v. Madison Real Estate*」的法庭案例，这些估算金额不太合理。您未遵守法律规定。

- I agree that I am responsible for the following charges:  
我同意我对以下费用负责：

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Please send me \$\_\_\_\_\_ immediately at this address:

\_\_\_\_\_. Please also send me a copy of all proof you have of (1) all alleged damages and charges; (2) the amounts you actually paid to have repairs made.

立即将\_\_\_\_\_美元寄至本人以下地址：\_\_\_\_\_。同，一并寄送您所持有的（1）所有指控的害和用，以及（2）您支付的修用的全部据的副本。

Sincerely,

致敬意,

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[your name and signature]

[您的姓名和名]

**Sample Letter #3 -to respond to a collection agency.**

**信件模板#3 - 用于回复收账机构。**

\_\_\_\_\_  
[date] [日期]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[collection agency's name and mailing address]

[收账机构名和地址地址]

RE: Account # \_\_\_\_\_; Certified Mail # \_\_\_\_\_

主旨：收账# \_\_\_\_\_; 挂号信# \_\_\_\_\_

To Whom It May Concern:

敬启者：

I write to request that you stop communications to me about my account. Under the Fair Debt Collection Practices Act, 15 U.S.C. §1692 et seq., you must honor my request.

特此写信收账方，请求收账方停止就我的收账事宜而收账我。根据美国法典第 15 卷「公平收账催收法」第§1692 条及以下条款，您必尊重我的请求。

Under the Fair Debt Collection Practices Act, once I have asked you to stop contacting me, you may only communicate with me to (1) advise that you are ending your efforts, (2) notify me that you may invoke specified remedies that you normally invoke or (3) where applicable, to notify me that you intend to invoke a specified remedy.

根据「公平收账催收法」，一旦我请求收账方停止收账我，收账方可以下目的而收账我：

- (1) 告知我收账方结束相关工作；
- (2) 通知我收账方可援用收账方通常援用的指定救账措施；或
- (3) 在适用的情况下，通知我收账方有意援用指定的救账措施。

Please provide me with:

向我提供：

- Verification of any debt relating to my account;  
与本人收账相关的收账的核账；
- Name and address of original creditor and current creditor;  
原收账人和收账人的姓名及地址；
- Confirmation that you will treat any such debt and the accuracy of the items in the files relating to me as disputed; and  
您将任何此类收账及与我有关的文件中的各收账之准确性有异账的确；以及

- Forms and assistance I can use to dispute the accuracy of such items.  
我在疑些收的准确性可以使用的表格及助。

Until advised otherwise, you should assume I am disputing this debt.  
除非另行告知，否方假定我将此提出申。

Thank you for your cooperation.  
您的配合。

Sincerely,  
致敬意，

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

[your name, signature, and address]  
[您的姓名、名和地址]

**Sample Letter #4 -to respond to a Housing Authority's decision to stop your housing assistance.**

**信件模板#4- 用于回复住房管理局您停止住房援助的决定。**

\_\_\_\_\_  
[date] [日期]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Housing Authority's name and mailing address]

[住房管理局的名称和地址地址]

RE: Request for Grievance Hearing

主旨：申听会申

To Whom It May Concern:

敬启者：

I received your notice dated \_\_\_\_\_ saying you will no longer provide me housing assistance because my former landlord says I owe money. I dispute that I owe any money to my former landlord.

我收到了局\_\_\_\_\_（日期）的通知，通知称将不再向我提供住房援助，因我的前房我欠。于欠房件事，我存有异。

Further, I do not agree that my housing assistance should stop. **I am requesting a grievance hearing within 10 days of receiving your notice.** Please notify me of the date, time, and place for the grievance hearing. I would like an opportunity to review my file at your office before the grievance hearing.

此外，我不同意局当停止我的住房援助。本人求局在本人收到通知后的 10 天内行申听会。通知我行申听会的日期、及地点。我希望在申听会之前有机会在局公室我的档案。

Sincerely,

致敬意，

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[your name, signature, and address]

[您的姓名、名和地址]

## Sample Court Statement for Not Receiving Anything

Your Honor, on November 3, 2019, I rented an apartment from defendant Joe Landlord. I gave him a \$300 deposit. Here are copies of my lease, the written check-in list we signed, and my deposit receipt. On March 1, 2020, I sent the landlord notice that I was moving and gave him a forwarding address. Here are copies of my letter and the envelope. On March 31, 2020, I moved. I waited 21 days. When I didn't get my deposit back or an itemized statement, I sent my landlord a demand letter. Here is a copy of my letter and the receipt showing he received it. My landlord still has not returned my deposit, so I filed this lawsuit. Here is a copy of the Sheriff's affidavit showing he served my landlord with my claim more than five days before trial. Under RCW 59.18.280, I feel I am entitled to double the amount of my deposit because my landlord intentionally failed to refund my deposit or provide me with an itemized statement. I also feel I should receive my \$10 filing fee and the \$25 fee the sheriff charged me to serve Mr. Landlord. I'd be glad to answer any questions you have.

## 未收到任何信息的法庭陈述模板

法官大人，本人于 2019 年 11 月 3 日向被告——房东 Joe 租了一间公寓。我给了他 300 美元的保证金。这些是我的租约副本、我签署的入住物品清单以及保证金收据。2020 年 3 月 1 日，我通知房东自己即将搬走，并给了他邮寄地址。这些是我的信件和信封的副本。2020 年 3 月 31 日，我搬走了。我等了 21 天，我没有收到保证金或费用清单，于是我向房东寄了一封求信。这是信封的副本和证明他已收到信件的回信。我的房东至今仍未退保证金，所以我提起了本次诉讼。这是治安官誓书的副本，证明他已在庭前五天内已将我的起诉状送达房东。根据《修订版华盛顿法典》第 59.18.280 条规定，我觉得我有权获得双倍于保证金金额的赔偿，因为我的房东是故意不退保证金或故意不向我提供费用清单的。此外，我应当收回 10 美元的诉讼费，以及治安官因向房东先生送达起诉状而向我收取的 25 美元。如您有任何问题，我很乐意解答。



## Sample Court Statement for Pre-existing Damages and Excessive Charges

Your Honor, on November 3, 2019, I rented an apartment from defendant Joe Landlord, and gave him a \$300 deposit. Here are copies of my lease, the written check-in list we signed, and my deposit receipt. On March 1, 2020, I sent my landlord notice that I was moving and gave him a forwarding address. Here are copies of my letter and the envelope. On March 31, 2020, I moved. A few days later, my landlord sent me a statement that I would not get any of my deposit back. Here is a copy of the statement. The landlord is charging me for a broken window and replacement of the screen door. I'm not responsible for the broken window. As my neighbor George Goodbody can explain, a stranger broke the window. Here is a copy of the report I filed with the police. I also feel the landlord is charging me too much money to repair the screen door my son damaged. Here are two written estimates I got from building repair stores stating they would repair the door for far less. Also, the landlord is trying to charge me for cleaning the apartment, but you can see from the attached photos that I cleaned the apartment thoroughly before I left. When I got the statement from my landlord, I sent him a demand letter explaining my position. A copy of that letter and the return receipt showing that he received it are attached. He ignored my letter, so I filed this lawsuit. I feel I am entitled to \$250 of my \$300 deposit. I should also get my filing fee and service costs.

### ☒☒先前已有的☒坏及☒度收☒的法庭☒述范本

法官大人，本人于 2019 年 11 月 3 日向被告——房☒ Joe 租了一☒公寓，并☒了他 300 美元的保☒金。☒些是我的租☒副本、我☒☒署的☒面入住物品清☒以及保☒金收据。2020 年 3 月 1 日，我通知房☒☒自己即将搬走，并☒了他☒寄地址。☒些是我的信件和信封的副本。2020 年 3 月 31 日，我搬走了。几天后，我的房☒☒我寄来了一份声明，☒不会把保☒金退☒我。☒是☒声明的副本。房☒☒因窗☒破☒和更☒☒门而向我收☒。窗☒破☒不是我的☒任，是一个陌生人打破了窗☒，我的☒居 George Goodbody 可以解☒☒一点。☒是我向警方提交的☒告的副本。另外，我的儿子弄坏了☒门，但我☒得房☒向我收取的修理☒太高了。以下是我从建筑☒修店☒得的两份☒面估算，☒明他☒的修理☒☒低于此。同☒，房☒正☒☒向我收取公寓清洁☒，但您可以从随附的照片上看出，我在搬离之前是☒公寓做☒☒底清洁的。收到房☒的声明☒，我☒他寄了一封☒求信，☒明了我的立☒。附上☒信件的副本、以及☒明他已收到☒信件的回☒。房☒☒我的信置之不理，所以我提起了本次☒☒。我☒得我有权得到 300 美元保☒金中的 250 美元，我☒☒当收回☒☒提起☒和送达☒。