

Sample Letter / Tenant Disputing Notice of Damages:

TO: **Landlord's Name**

FROM: **Tenant's Name**

RE: **Address of Rental Unit**

DATE:

Dear **(whom it may concern)**:

This is to acknowledge receipt of the notice of damages.

As you are probably aware, a security deposit may be withheld only for the following purposes: to reimburse for actual damages beyond ordinary wear and tear, unpaid rent and unpaid utilities.

The following is a consideration of each item in your notice:

1. **(Example- I am disputing the deduction of \$15.00 for a damaged windowshade in the bedroom. This shade was damaged before I moved in. Please refer to your copy of my beginning inventory check list.)**
2. **(Example-I am disputing the deduction of \$50.00 for steam cleaning a carpet.**

In July, 1983 the Michigan Court of Appeals ruled that a landlord may not use a tenant's security deposit for any purpose other than those listed in the Michigan Public Act 348, the Security Deposit Act. The court further held that a rental unit in need of cleaning has not suffered "actual damages", consequently, a landlord is forbidden from withholding a portion of the deposits for this purpose.)

3. **(Example- I agree with the deduction of \$14.53 for my share of the utility bill for the last month of my tenancy.)**

If you do not wish to file suit, you may send the disputed portion of my deposit to the address below, of which you have been previously notified.

Insert Address Here

Sincerely,

(Your name)