

INSTRUCTIONS FOR REQUEST FOR RETURN OF DEPOSIT IN WYOMING

Read these instructions carefully.

If you used to rent a residence (house, apartment, room, trailer, or other building you lived in), you can use this form to tell your former landlord or property manager that you want your deposit back.

Before You Get Started

If you have a written lease, read it carefully. If the lease says that your deposit is non-refundable (or that *part* of your deposit is non-refundable), the landlord or property manager may be allowed to keep that money.

The Request for Return of Deposit form can be used to ask for your refundable deposit money.

The top of the page on the Request for Return of Deposit.

On the line labelled “To” write the name of the landlord or property manager. If the property is managed by a company, write the company’s name. On the line labelled “Address” write the full address of that person or company.

On the line labelled “From” write your name. On the line labelled “Address” write the full address where you live now.

After the Title.

The Request for Return of Deposit has its title printed between two long lines.

After that, fill in the blanks with your name and the street address and city where you live. If your address has an apartment number or letter, be sure to include that.

In the next blank, write the name of the landlord or property manager you had a lease with.

Next, there will be a section that starts by naming the statute (law) that talks about deposits.

Next, there is a sentence that tells the landlord or property manager that they must give you a statement and copies of receipts if they are going to keep some of your deposit money. This is required by the law. The statement and receipts will let you see what the money was spent on.

After that sentence, there will be lines for you to write your name and the address where you want the money to be sent. Be sure to use an address where you know you will get the mail.

The Signature Section.

On the line labelled DATED, write the date you are signing the form.

Sign your name on the signature line. By signing the form, you are saying that everything you wrote on the form is true. Review your answers carefully before you sign the form.

Print your name, and write in your phone number and email address.

Mail or Deliver the Request

After you fill out and sign the Request, give it to your landlord or property manager. You can send it through the mail or give it to them in person.

Keep a copy of your signed Request for Return of Deposit because you might need this information later.

Important Things You Need to Know

Does the landlord have to give my money back right away?

No.

The statute (law) gives the landlord or property manager a few time limits for returning your money. It will depend on whether the money was a security deposit or a utility deposit and on whether there was damage in the place you rented. It will also depend on when you give them the Request for Return of Deposit.

You can read the statute, below, to see the time limits.

Can I sue my landlord to get the money?

If you request your money back and the landlord or property manager *unreasonably fails* to follow the law, you might choose to start a court case. It is important for you to know that a judge could order you to pay the landlord's court costs if your case is unreasonable.

You can read Section (c) in the statute below to learn more.

Wyoming Statute 1-21-1208. Deductions from deposit; written itemization; time limits; failure to give notice; recovery by renter; utilities deposit; penalty.

- (a) Upon termination of the rental agreement, property or money held as a deposit may be applied by the owner or his agent to the payment of accrued rent, damages to the

residential rental unit beyond reasonable wear and tear, the cost to clean the unit to the condition at the beginning of the rental agreement and to other costs provided by any contract. The balance of any deposit and prepaid rent and a written itemization of any deductions from the deposit together with reasons therefor, shall be delivered or mailed without interest to the renter within thirty (30) days after termination of the rental agreement or within fifteen (15) days after receipt of the renter's new mailing address, whichever is later. If there is damage to the residential rental unit, this period shall be extended by thirty (30) days. The renter shall within thirty (30) days of termination of the rental agreement, notify the owner or designated agent of the location where payment and notice may be made or mailed.

- (b) After termination of the rental agreement, property or money held and separately identified as a utilities deposit shall be refunded by the owner to the renter within ten (10) days of a satisfactory showing that all utility charges incurred by the renter have been paid. Absent such showing within forty-five (45) days of termination, the owner shall within fifteen (15) days thereafter, apply the utilities deposit to the outstanding utility debt incurred by the renter. Any refund due to the renter shall be paid within seven (7) days after the utility deposit has been applied to the renter's utility debt, or within fifteen (15) days after receipt of the renter's new mailing address, whichever is later.
- (c) If the owner of a residential rental unit or his agent unreasonably fails to comply with subsection (a) or (b) of this section, the renter may recover the full deposit and court costs. In an action by a renter pursuant to this section, if the owner is the prevailing party and the court finds the renter acted unreasonably in bringing the action, the owner may be awarded court costs in addition to any other relief available.