



# Form B: Demand for Security Deposit

Dear Landlord:

I have moved out of the dwelling unit on (date) \_\_\_\_\_

Please return my security (and/or cleaning) deposit within fifteen (15) days from date of receipt of this letter as required by law, Virginia Landlord Tenant Act §55-248.15.1.

I will return to your office to pick up my deposit on (date) \_\_\_\_\_.

OR

Please mail my deposit to me at the following address:

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

Thank you for your cooperation.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_

# Form C: Lock-Out

Dear Landlord:

On (date) \_\_\_\_\_ I was unlawfully locked out of my dwelling unit located at (address) \_\_\_\_\_  
\_\_\_\_\_ (apartment number)# \_\_\_\_\_. I am writing to notify you that you are in violation  
of Virginia law, the Virginia Residential Landlord and Tenant Act §55-248.26, which makes a lock-out illegal. Pursuant to this section, you may be liable for actual damages caused by your actions as well as reasonable attorney's fee if incurred. Please remove the locks immediately and let me back in to my home or I will take legal action to recover possession of the premises and damages.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_

## Form D: Illegal Utility Shutoff

Dear Landlord:

On (date) \_\_\_\_\_ you or your agent wrongfully shut off the \_\_\_ electricity \_\_\_ gas \_\_\_ water for my dwelling. Your actions constitute a violation of the Virginia Landlord Tenant Act. § 55-248.23 provides that a landlord who intentionally or willfully shuts off a tenant's utilities is subject to compensate for legal damages and reasonable attorney's fees. The act provides that the only way a landlord may evict a tenant is by legal action. Shutting off utilities in an attempt to force a tenant to pay a past due bill or to make the tenant move violates the act.

Please turn the utilities back on immediately to avoid being sued for rent.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_

# Form E: Notice of Vacating and Request for Inspection

Dear Landlord:

I am writing to inform you that I intend to vacate the dwelling located at

---

(apartment number)# \_\_\_\_\_ as of (date) \_\_\_\_\_.

If you do not inspect, I will assume you accept the dwelling is in as good condition as when I took possession, ordinary wear and tear expected.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_

(See Also Form B, Demand for Security Deposit)

# Form F: Notice of Vacating Before Lease Expires

Dear Landlord:

On (date) \_\_\_\_\_ I plan to move out of my dwelling located at

---

(apartment number) # \_\_\_\_\_.

Because I wish to keep damages at a minimum, I am enclosing the names, addresses, and phone numbers of persons who have expressed an interest in renting this dwelling on or about (date) \_\_\_\_\_ at the same rent that I pay.

The names, addresses, and phone numbers are:

Name	Address	Phone Number
------	---------	--------------

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_