

Step 2 - Security Deposit Due Notice

[Your Name]
[Your Mailing Address]
[City, State ZIP]
[Email Address]
[Phone Number]

[Date]

[Landlord / Property Manager Name]
[Landlord / Property Manager Address]

Re: Security deposit due for [Rental Address]

Dear [Landlord / Property Manager Name],

I am following up about the security deposit for [Rental Address]. I moved out on [Date], returned possession on [Date], and provided my mailing address for the refund and any written reasons or itemized statement.

As of today, I have not received [the security deposit refund / a complete written explanation / the remaining balance after deductions]. My deposit was \$[Deposit Amount], and the amount I understand remains due is \$[Amount Requested].

Hawaii's deadline is short. The landlord is generally expected to notify the tenant in writing of any retention reasons and send the remaining balance within 14 days after the rental agreement ends. If any money is kept, the costs should be itemized and the receipts or estimates should make sense.

Please send the refund and any required written reasons to the mailing address listed above. If you believe any amount is being withheld, please provide the written explanation and supporting records so I can understand the basis for the deduction.

I am trying to resolve this directly and keep the record clear. Please respond by [Date].

Thank you,

[Your Name]