

My Address

My Address

POST CODE

6<sup>th</sup> October 2006

Mr. A N Landlord

Address Line 1

Address Line 2

Address Line 3

Address Line 4

POST CODE

### LETTER BEFORE ACTION

Dear Mr. Landlord,

I am writing in regard to the letter I sent you on 30<sup>th</sup> August. In this letter I was very specific about the requirements for withholding part or all of a security deposit. Unfortunately, I have yet to receive a reply.

I now require you to send me the full amount of the outstanding deposit, with full evidence of any deductions you make if applicable. I remind you that **if you cannot prove you have incurred an expense, you cannot lawfully withhold any part of the deposit to cover it.**

The items that we agreed upon are the toilet roll holder, the tap tops (both of these must be adjusted according to ARLA guidelines), and removal of personal items from the property (for these I require itemised proof of expenditure).

If I do not receive the funds and documents (if applicable) to satisfy the requirements detailed above within 14 days of the date of this letter, then I will issue a claim for the full outstanding amount against you in the County Court. If the court finds against you, you may be asked to pay interest and/or legal costs.

Yours sincerely

Richard Irons