

LANDLORDS, READ THIS ...

You will automatically forfeit your tenant's entire security deposit if you do not act within **14 days** of move out to:

1. **Determine if any deductions should be made.**
2. **Return any amount owed the tenant, plus interest, by mail or hand.**
 - **Certified mail is recommended.**
3. **Include a written statement that:**
 - **Itemizes any deductions (use best estimates if necessary); and**
 - **Provides notice of the tenant's right to request a hearing before the Housing Board of Review within 30 days of receiving the statement.**

If you “willfully” fail to follow these requirements, you may be liable for double your tenant's security deposit.

Other important reminders:

- Security deposit deductions are only allowed for: (1) the actual cost to repair damage beyond normal wear and tear; (2) nonpayment of rent; (3) nonpayment of utility or other charges which the tenant was required to pay directly to the landlord or to a utility; and (4) expenses required to remove articles abandoned by the tenant.
- Security deposits may not be used for the last month's rent, unless agreed to in a written lease.
- Security deposits must be held in interest-bearing accounts.
- Landlords and tenants must do a walkthrough and prepare a list of existing damages at the beginning of any rental arrangement.
 - A final walkthrough with the tenant and a checkout list is also recommended.

This factsheet is provided by Burlington's Housing Board of Review to increase landlords' awareness of Burlington's security deposit ordinance. A complete copy of the City's ordinances is available online at <http://www.codepublishing.com/VT/Burlington/>, or in hardcopy at the City Clerk's Office.