

**FORM 12 – NOTICE OF INTENTION TO IMPOSE CLAIM ON SECURITY
DEPOSIT**

A Landlord must return a Tenant's security deposit, together with interest if otherwise required, to the Tenant no more than 15 days after the Tenant leaves the leased property. The Landlord may claim all or a portion of the security deposit only after giving the Tenant written notice, by certified mail to the Tenant's last known mailing address, of the Landlord's intention to keep the deposit and the reason for keeping it. The Landlord's notice must be sent within 30 days of the date Tenant vacates the leased property. If the Landlord does not send the notice with the 30 day period the Landlord cannot keep the security deposit. If the Tenant does not object to the notice within 15 days after receipt of the Landlord's notice of intention to impose a claim on the deposit, the Landlord may then keep the amount stated in the notice and must send the rest of the deposit to the Tenant within 30 days after the date of the notice.

SOURCE: Section 83.49(3), Florida Statutes (2007)

**FORM NOTES ARE FOR INFORMATIONAL PURPOSE ONLY AND MAY NOT
COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU
SHOULD CONSULT AN ATTORNEY AS NEEDED.**

NOTICE OF INTENTION TO IMPOSE CLAIM ON SECURITY DEPOSIT

To: _____
Tenant's Name

Address

City, State, Zip Code

Date: _____

This is a notice of my intention to impose a claim for damages in the amount of
\$ _____ (insert amount of damages) upon your security deposit due to _____

(insert damage done to premises or other reason for claiming security deposit).

This notice is sent to you as required by 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to _____ (insert Landlord's address).

Landlord's Name _____

Address: _____

Phone Number _____

PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the Notice of which this is a true copy, on the above mentioned Tenant(s) in the manner indicated below:

_____ On _____, 20__, I handed the notice to the Tenant.

_____ I handed the Notice to a person of suitable age and discretion at the Tenant's residence/business on _____, 20__.

_____ I posted the Notice in a conspicuous place to the Tenant at his place of residence on _____, 20__.

_____ I sent by mail a true copy of the Notice to the Tenant at his place of residence on _____, 20__.

Executed on _____, 20__.

Signature of Landlord/Property Manager