

**Security Deposit Information Letter to Tenants**  
(2 Copies)

Property Address: \_\_\_\_\_

Date Sent or Given to Tenant: \_\_\_\_\_

Dear \_\_\_\_\_,

In accordance with Sections 3 and 4 of the Security Deposit Law, Act No. 348 of the Public Acts of 1972, your security deposit has been placed in the following regulated financial institution:

Name of Financial Institution: \_\_\_\_\_

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

If your security deposit is removed from there, it will be secured by a cash bond deposited with the Secretary of State. Surety bond issued by the following company:

Name of Surety Bond Company: \_\_\_\_\_

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

The Legislature also provided in Section 3 of the act the following:

**“YOU MUST NOTIFY YOUR LANDLORD IN WRITING, WITHIN 4 DAYS AFTER YOU MOVE, OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.”**

To assist you in complying with this provision of the law and of giving you proper notice when you intend to leave us, please send both your notice to vacate and forwarding mailing address, and any other correspondence, to the address which follows:

Name of Landlord: \_\_\_\_\_

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

Attention: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Manager or Landlords Signature)

Acknowledgement of Receipt of Copy

\_\_\_\_\_  
(Signature of Tenant)

Date Received by Tenant \_\_\_\_\_

(Original to be retained by Tenant: copy to be signed by Tenant and retained by Landlord.)