

Guide Form R: Security Deposit Claim

(Residential Tenancies Act, R.S.N.S. 1989, c. 401)



Important Information

A landlord must return the security deposit to a tenant **within 10 days of the termination of the tenancy** unless at least one of the following applies:

- there is unpaid rent;
- there are damages to the rental unit for which the tenant is responsible; or
- the tenant consents in writing to the landlord retaining all or part of the security deposit.

If the landlord wishes to keep all or part of the security deposit, the landlord must:

- Submit this form to the Director of Residential Tenancies **within 10 days** of the termination of the tenancy if any part of the security deposit is being withheld without the written consent of the tenant. Additional information on the Counting Days Policy can be found at www.novascotia.ca/rta.
- Send a copy of this form to the tenant **within 10 days** of the termination of the lease, in one of the following ways:
 - Send it by registered mail, express post or courier to the tenant's new address, if known. Keep a copy of the receipt showing proof the notice was properly addressed and sent.
 - Send it electronically if the tenant provided an e-mail address in the lease. Keep a copy of the e-mail showing the date and time it was sent.
 - Where the tenant's new address is not known and no e-mail address for the tenant is indicated on the lease, send it by registered mail, express post or courier to the address for the next of kin, if indicated on the lease.

If the landlord does not file this form with the Director and send a copy of it to the tenant within 10 days of the date of the termination of the tenancy, the landlord is not permitted to make an application to the Director to retain the security deposit and must return the security deposit to the tenant.

If unpaid rent, or damages, or both exceed the amount of the security deposit, the landlord may file a Form J: Application to Director to book a hearing.

For all other disputes, use Form J: Application to Director. Instructions on using Form J can be found at www.novascotia.ca/rta.

Guide

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How to complete this form?

Landlord Information

Complete this section using your information and address.

Tenant Information

Complete this section with the tenant's information as it appears on the lease. If you do not have a lease, use the tenant's full name.

Rental Unit

Give the complete address of the rental unit, as it appears on the lease. If you do not have a lease, give the full civic address, including the postal code.

Additional information

You may include proof that you are entitled to retain the Security Deposit. Evidence, such as Rental Unit Condition Report and photographs are acceptable and may be attached to this form.

Process for submitting Form R

- 1 Complete pages F1 and F2 either online or by submitting the documents in-person at Access Nova Scotia
- 2 Provide a copy of this form to the tenant.

Keep a copy of all forms for your records.

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1. Address of Rental Unit

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

2. Landlord Information

Name (company or first name, initial, last name)

Street number and name (civic address) _____

Apartment _____ City or town _____

Province _____ Postal code _____

Phone (home) _____ Phone (business/other) _____

Email address _____

Mailing address, if different _____

I hereby consent to Service Nova Scotia communicating with me about this Application by email.

3. Tenant Information

Name (full name)

Street number and name (civic address) _____

Apartment _____ City or town _____

Province _____ Postal code _____

Phone (home) _____ Phone (business/other) _____

Email address _____

Mailing address, if different _____

4. Deductions

Description of Deductions	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

5. Security Deposit Accounting

Amount of deposit \$ _____ Date Deposit Paid _____ Balance \$ _____
(YYYY MM DD)

I understand and agree to serve the tenant(s) with a copy of this form within 10 days of the termination of the tenancy.

Date (YYYY MM DD) _____ Landlord's signature _____