

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

The following is an explanation of the handling of your security deposit for apartment «apt_nbr» at «community».

Security Deposit:	« security_deposit »
Pet Deposit:	« pet_dep_balance »
Interest Amount:	« interest_balance »
Total Deposits:	0
Total Damage Due (invoice enclosed):	« total_damages »
Deposits Still Available:	\$
Total Rent Due:	\$
Amount Still Due:	\$

Please remit \$_____ to «mgmt_company» within thirty (30) days. Otherwise, we will have no choice but to turn your account over to the Credit Bureau. If paying the total amount due would create a financial hardship for you, we will agree to time payments. However, you must contact us within thirty (30) days to make these arrangements.

If you disagree with the above findings you may request an informal hearing. Such a request must be made in writing and submitted to this office within ten (10) days of this letter.

You may, at your own expense, be represented by an attorney or other representative. You will be given the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings. Factual determinations relating to your individual circumstances shall be based on the evidence presented at the hearing. The hearing officer will issue a written decision stating briefly the reason for the decision.

Sincerely,

«rental_agent»