

Security Deposit Reconciliation

Date.....

To

Address

City, St, Zip

Dear Resident.

You have been notified of our intention to withhold your Security Deposit for the above referenced property when you rented. The following is a full accounting.

CREDITS:

Security Deposit	\$
Key Deposit	\$
Total Credits	\$

DEDUCTIONS:

.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

TOTAL DEDUCTIONS.....\$

AMOUNT ENCLOSED / YOU OWE\$

Date.....

To

Address

City, St, Zip

Dear _____:

The purpose of this letter is to encourage you -- to urge you -- to make arrangements to pay your debt. While we are very sorry that you found it necessary to move, you should be aware that we shall vigorously pursue this matter.

As a gesture of good faith, we would like to invite you to make an offer to settle your account. We will consider any reasonable offer, even one for less than your total debt. We will also consider a reasonable payment plan if you ask. But we must hear from you within two weeks of the date on this letter.

Please understand; we are very interested in settling. But, if you fail to make satisfactory arrangements, we will pursue this matter, for as long as it takes, to collect in full.

This means we will demand FULL payment including Attorney fees, Collection Agency fees (usually 50% of the total), Court costs, and more. You also run the risk of having your wages garnished, your vehicles and other assets seized and sold.

Honestly, you really should settle this matter today.

Please call us today. We will be very reasonable and very accommodating -- but only for the next two weeks!

Very sincerely,

Landlord