

SECURITY DEPOSIT SETTLEMENT

(Two Copies)

Re: Property

Dear _____
(Tenant)

In accordance with Section 9 of the Security Deposit Law, Act 348 of the Public Acts of 1972, which provides, "In case of damage to the rental unit or other obligation against the security deposit, the Landlord shall mail to the tenant, within 30 days after the termination of occupancy, an itemized list of damages claimed for which the security deposit may be used as provided in Section 7, including the estimated cost of repair of each property damaged item and the amounts and basis on which he intends to assess the tenant," a review of our records and an inspection of the above named property recently vacated by you, disclosed the following:

Amount of Security Deposit \$ _____

Room	Identification of Item and Description of Damage	Estimated Cost of Repair
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subtotal of Property Damages \$ _____

Unpaid Utility Bills _____ \$ _____

Unpaid Rent from _____ to _____ \$ _____

Other _____ \$ _____

The basis on which we intend to assess you is as follows:
 the total of property damage, unpaid rent, and utilities. \$ _____

Difference between damages claimed and amount of security deposit,
 check for which is enclosed. \$ _____

BBRSOAR Lease revised 8/2000

The law also states in Section 9:

"YOU MUST RESPOND TO THIS NOTICE BY MAIL WITHIN 7 DAYS AFTER RECEIPT OF SAME, OTHERWISE YOU WILL FORFEIT THE AMOUNT CLAIMED FOR DAMAGES."

Please address all correspondence to the following:

(Name of Landlord)

(Address of Landlord)

(City and Zip Code)

Attn: _____
(Manager or Owner)

Very truly yours,

(Name of Manager or Owner)

Date Sent or Given to Tenant _____