

Damage Request & Repair Cost

Apt. No.: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Date: _____

Dear Resident,

On _____ we learned of the following damage or condition requiring maintenance attention at your rental unit (described as follows):

We fixed the problem but the work cost _____. It appears that you or one of your guests caused the damage or condition. Under your lease or rental agreement you are responsible for the cost of the repair.

Please contact management at the above number to make arrangements to pay for this repair. Please do this within five days of the date of this letter. If you cannot pay the full amount at once, we will consider repayment over a reasonable time in installments. However, should you fail to contact us we will charge your security deposit and request replenishment of the deposit immediately.

We hope to secure your cooperation so that we can avoid taking this step. Thank you in advance for your cooperation.

Sincerely,

Landlord/Owner/Manager

Date: