

February 4, 2014

John Doe
Jane Doe
1234 Address Street
Snellville, GA 30078

Dear Tenants:

As you are aware, this management company represents Owner Names, Landlords of the property at 1234 Address Street, Snellville, GA 30078. We are holding a security deposit in our escrow account in the amount of \$1,195.00. This is to advise you, pursuant to the provisions of section 44-7-34, Official Code of Georgia, annotated that the security deposit is being retained by the owner to pay for rent, late fees, floor treatment, trim replacement, floor repair, blind knobs, painting, and vanity cleaning. An itemized list of these items is set forth as follows:

1. February Rent	\$ 1,395.00
2. February Late Fee	\$ 139.50
3. Basement floor treatment and seal due to pet odor	\$ 395.00
4. Replace missing basement floor trim	\$ 140.00
5. Repair hardwood floor damage in rear of basement	\$ 160.00
6. Carpet Cleaning	\$ 210.00
7. Paint front, back, and upstairs bedrooms	\$ 265.00
8. House Cleaning	\$ 25.00
9. <u>March Rent</u>	<u>\$ 1,395.00</u>
Total of Expenses	\$ 4,124.50
Credit for Security Deposit	\$ 1,195.00
Balance Due to Owner	\$ 2,929.50

You will note that the costs of these expenses exceed your security deposit, and it is for this reason that the Landlord, Owner Names, has retained your security deposit. Please contact our office immediately to set up a payment arrangement.

Sincerely,

RE/MAX Center

Agent for Landlord
Owner Names

Copy of letter sent U.S. Certified Mail # 7013 0600 0000 6183 1961

Copy of letter sent U.S. Regular Mail