RESIDENT CHARGE NOTICE

To: Date:

Complex:

Please be advised that you are being charged for the following item(s):

 [ ]  Utilities used while they were still in the complex(s) name $

 [ ]  Maintenance for repairing/replacing the following: $

 [ ]  Legal fees/Court costs $

 [ ]  Other  $

 Total Amount Due: $

As stated in your lease, you have thirty (30) days from the date of this notice to pay the amount in full, otherwise further action will be taken. Please make your check/money order payable to  Apartments.

If you have any questions regarding this matter, please contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

 **This is an attempt to collect a debt.**

 “This institution is an equal opportunity provider and employer”

 EQUAL HOUSING OPPORTUNITY

 (RD/HUD/LIHTC/CONV) 07/14