**APPROVAL OF RENTAL APPLICATION**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your rental application has been approved for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with occupancy to begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please come to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on/by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or set up an appointment within \_\_\_\_\_ hours to sign the lease and to pay the balance of the required deposits and/or rent as follows. Failure to pay the balance due and sign the lease will cause forfeiture of rent/deposit paid to date.

Balance due is as follows:
First Month's Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Additional Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Additional Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Fee(s) or Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Paid to Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Balance Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Owner/Rental Manager

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_