**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_