

SECURITY DEPOSIT INFORMATION LETTER TO TENANTS

(2 copies)

Re: Property _____

Date Sent or Given to Tenant _____

Dear _____ :

In accordance with Sections 3 and 4 of the Security Deposit Law, Act No. 348 of the Public Acts of 1972, your security deposit has been placed in the following regulated financial institution:

(Name)

(Address)

(City and ZIP Code)

If your security deposit is removed from there, it will be secured by:

Cash bond deposited with the Secretary of State

Surety bond written by a surety company whose name and address will be furnished to you at a later date.

Surety bond issued by the following company:

(Name)

(Address)

(City and Zip Code)

The Legislature also provided in Section 3 of the act the following:

"YOU MUST NOTIFY YOUR LANDLORD IN WRITING, WITHIN 4 DAYS AFTER YOU MOVE, OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE."

To assist you in complying with this provision of the law and of giving you proper notice when you intend to leave us, please send both your notice to vacate and forwarding mailing address, and any other correspondence, to the address which follows:

(Name of Landlord)

(Address of Landlord)

(City and Zip Code)

Attn: _____
(Name of Manager or Owner)

Very truly yours,

(Manager or Owner)

Acknowledgement of Receipt of Copy of Above _____
(Signature of Tenant)

Date Received by Tenant _____

(Original to be retained by Tenant: copy to be signed by Tenant and retained by Manager.)