



Demand for Payment Notification

Date: 12/22/2020

To: Jane Smith
123 Main St
Great City, TX 77777

Re: (Property Address)

Dear _____,

We have completed the final accounting itemization (enclosed/attached) from your recent move out. The charges against your security deposit exceeds the amount of your deposit therefore, you have a current balance due of \$_____. **You must pay the balance in full within 10 days of this notice.** If you are unable to pay the amount in full by _____, please contact the property manager to discuss payment arrangements to be presented to the owner.

As a courtesy we will hold your account for a minimum of 11 days before submitting it to a collection agency. If full payment or no contact has been made, the unpaid balance will be turned over to a debt collection agency. This may result in the debt being reported to the credit bureaus which will adversely affect your credit rating and rental history.

Please immediately make payment of balance due. Payments are to be made electronically to Mars Hill Realty Group via the resident portal.

Sincerely,

(Name Name), Property Manager
Mars Hill Realty Group
(phone number)
(email address)

Mars Hill Realty – Texas
PO Box 5059 * Georgetown, TX 78627
Office (512)942-0024 * Fax (815)346-5180



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