

SAMPLE SECURITY DEPOSIT LETTER FORMAT

USE OWNER CORPORATION LETTERHEAD

(INSERT DATE)

Ms. Teresa M. Bainton
Director New York Multifamily HUB
U.S. Department of Housing and Urban Development
26 Federal Plaza Room 3200
New York, NY 10278-0068

RE: Project Name
Project Number: 012- /NY36-

Dear Ms.Bainton:

In connection with the final closing of the above project, (insert name of owner) , the undersigned, certifies that as of _____, it has collected the sum of \$_____ from _____ tenants as security deposits to guarantee performance of the covenants of the lease.

In accordance with the U.S. Department of Housing and Urban Development regulations and requirements, no sums in excess of one month's rent as security has been collected from any one tenant; that the security deposits have been kept separate and apart from all other funds in the project; that as of the date set forth above, all security deposits have been placed in an interest bearing (type of account) in _____ Bank; and the balance in that account as of _____ is \$_____.

Sincerely yours,
(Insert name of Owner Corporation)

By:_____

Type Name
Title