

Janet and Winston Marcus
90 Piles Lane
Chillicothe, Ohio 45601

DATE

Crystal Phillips
71 Limestone Blvd
Chillicothe, Ohio 45601

Dear Crystal,

This letter is in regards to the security deposit of \$1,000 that was placed on our rental contract dated DATE. The rental home was located at 70 E. Main Street in Chillicothe. I want to thank you for taking good care of the property, always paying your rent on time and making sure the home was in great condition for showing potential buyers.

While the home was in good condition, there are a few charges that I must deduct from the security deposit. First, your contract said that you would be out by November 15th and that you would give a 30 day notice to vacate the premises. I only received 10 days' notice that you were leaving, and thus I have been left to suffer from vacancy loss.

The state of Ohio allows me to charge up to one month of vacancy loss. You paid a pro-rated rent amount of only \$500, when I was entitled to the full months' rent. Because of this, I must deduct \$500 from the deposit. I have attached your letter to vacate the premises as proof that the property was left before the lease was officially over.

There were a few other damages in the home. I needed to replace the living room, bedroom and kitchen blinds. The total cost for this was \$150.58. I also had to repaint the kids bedroom. Because you only lived there for one year and it was painted prior to move in, I must make you 50% responsible for the new paint job.

The paint estimate was \$258.09 and I will charge you \$124.08. In total, I am deducting \$774.66 from the \$1,000 to cover the damages and insufficient rent payment. A refund in the amount of \$225.34 is enclosed. If you should have any questions, please feel free to contact me at 740-779-2193.

Sincerely,

Winston Marcus
Attachment