

Appeal of Check-out Charges

I, _____, the former tenant of _____ am

appealing the check-out charges issued to me during 2010 check-out due to the following

reasons (please be specific and include monetary amounts that you feel you should be

reimbursed for regarding each check-out charge that you are appealing):

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

After submitting this form to the Jensen Property Management office, the Jensen Property Management staff has 7 days to make a final decision regarding the reasons listed above. Once a decision is made it is final. If the tenant wants to pursue the issues further he/she may do so in court.

Any further reimbursement will be sent to the forwarding address of the tenant who wrote the deposit