



Landlord Letter

PO Box 644
Woodland Park, CO 80866
Tel: 719-687-7273
Fax: 719-687-7299
Email: htntc@yahoo.com

Date: _____

Client Name _____ Client # _____

Client Address _____

Client Phone _____

Help the Needy is considering helping this client. Please complete the following information and return to our office as quickly as possible.

The client listed above has rent due for the current month at the rate of \$ _____
Please do not include late fees or any other fees.

The client listed above has a **deposit** due for the current month of \$ _____

Upon vacating the premises, ANY remaining funds in the security deposit
will be returned to Help the Needy. Client Signature _____

Please Print Landlord Name: _____

Landlord Address: _____

Rent Account Number: _____

Landlord Phone: _____

Landlord Signature: _____