

[Your firm name and logo]

[Property management company]

[Company address]

[Company phone]

[Date]

To: [Applicant full name]

[Applicant mailing address]

Re: Your rental application for [unit address]

Dear [Applicant full name],

Our decision

Thank you for applying for [unit address]. We are unable to [offer you a lease / offer a lease without a co-signer / offer a lease at the standard deposit] at this time.

Report used

Our decision was based in whole or in part on information in a consumer report from [Reporting company name], [Reporting company address], [Reporting company phone, including any toll-free number].

Who made the decision

[Reporting company name] did not make this decision and cannot tell you the specific reasons for it.

Your free report

You have the right to a free copy of your report from [Reporting company name] if you ask for it within 60 days of receiving this notice.

Your right to dispute

You have the right to dispute with [Reporting company name] the accuracy or completeness of any information in the report.

Credit score (optional)

We used a credit score of [score], on a range of [low] to [high], created by [score provider] on [score date]. The key factors that hurt the score, in order of importance, were: [factor 1]; [factor 2]; [factor 3]; [factor 4].

Questions (optional)

If you have questions about this notice or want to reapply with a guarantor, contact [Your name] at [phone] or [email].

Sincerely,

Signature: _____

[Your name]

[Title], [Property management company]