

Letter for Acceptance of Rental Application

Date _____

Name of applicant _____

Available Unit(s) _____

Dear _____,

I am pleased to inform you that your rental application has been accepted for the rental unit at the address above. Please contact our office at your earliest convenience to set up an appointment for signing the rental agreement. (*If more than one applicant: All individuals applying for this unit must be present, unless other arrangements are made.*)

When you come to the appointment, please be prepared to pay the first month's rent and security deposit. (*If applicant paid earnest money: The \$_____ you submitted with your application as earnest money will be credited to your security deposit/rent (circle one).*)

Due to the high demand for these rental units, this acceptance of your rental application will expire if you do not set up an appointment by _____ (date).

For landlords in the cities of Madison and Fitchburg: If you do not contact our office by that date, or if you have otherwise informed us that you do not wish to rent this unit, I will return your earnest money to you at the above address, minus the actual costs and damages incurred due to your failure to enter into the rental agreement, in accordance with ATCP 134.05(3) and MGO 32.10(3)(b) (*for Madison*) / FO 28.07(2) (*for Fitchburg*).

For landlords in the rest of Wisconsin: If you do not contact our office by that date, or if you have otherwise informed us that you do not wish to rent this unit, I will return your earnest money to you, minus the actual costs and damages incurred due to your failure to enter into the rental agreement and up to \$20 for the credit check fee, in accordance with state law ATCP 134.05(3).

Thank you in advance for your cooperation. We look forward to having you as a tenant. If you have any questions, please do not hesitate to contact us.

Sincerely,

Landlord/agent _____

E-mail _____

Print name _____

Phone _____

Address _____