March 11, 2021

Breanna Fields

62 Westerfield DR

Centerville, OH 45458

Unit #: 568014

Dear Valued Resident:

At this time you have been charged retroactive rent in the amount of **$2,464.00**. You failed to report all sources of income and changes in your income **(change in income – now receiving Pandemic Unemployment Assistance)** within the required time frame of 10 business days. Because of this, the rent change has to take effect 5/1/2020. Due to your failure to comply with your lease agreement retro rent has been charged as the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Retro Effective Date** | **Retro Ending Date** | **Old Rent** | **New Rent** | **Balance Due** |
| 5/1/2020 | 3/31/2021 | -$113.00 | $111.00 | $2,464.00 |

**This change was processed to your account on 3/11/2021.** You may either pay the balance in full by **4/1/2021** or you may contact Pam Preston, Legal Aide, at **937-910-7532** to enter into a repayment agreement ASAP. Thank you in advance for your attention in this matter.

Please let me know of any questions at 937-222-4208.

Sincerely,

*Clair Thompson*

Clair Thompson

Community Manager

cc: Tenant File