

# Addison Medical Center Apartments

## RE: MOVE-OUT DEPOSIT ACCOUNTING |

Dear

Enclosed please find your Move Out/Closing statement from Addison Medical Center Apartments. You have a balance owing in the amount of \$ . This is due and payable within 45-days from the date of this letter.

You have the option to make online payments through the resident portal within the 45-days. To make a payment, visit [www.prmaddisonmc.com](http://www.prmaddisonmc.com).

If the full balance owing is not paid during this time, your account will be sent to a professional collection agency.

If you desire to be put on a payment plan, please make an appointment with the leasing agent within 5 days of receipt of this letter. Our policy stipulates all past due balances that are placed on a payment plan have up to 6 months to pay in full. If you default on any payment, your account will automatically be sent to our collection department.

Your quick response will be greatly appreciated. If your payment is not made within 45 days from the date of this letter or you do not agree to a month payment plan, we will be forced to turn your file over to collection.

If you have any questions, please call the resident manager at (210) 593-9000.

Please make your cashier's check payable to **Addison Medical Center Apartments**.

Thank you,

**Community Manager**  
Addison Medical Center Apartments

(O) [\(210\) 593-9000](tel:(210)593-9000)  
(W) [www.prmaddisonmc.com](http://www.prmaddisonmc.com)

Date Mailed: