

**Date:** [Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address]

**RE: Notice of Property Damage Assessment - Assistance Animal**

Dear [Tenant Name],

This letter is to formally notify you of property damage identified during a recent inspection of your unit on [Date of Inspection]. While we recognize and respect your right to house an assistance animal under the Fair Housing Act, the tenant remains responsible for any physical damage caused to the premises by the animal, excluding normal wear and tear.

The following damages have been documented and attributed to the assistance animal:

- [Description of Damage 1, e.g., Scratched door frames in bedroom]
- [Description of Damage 2, e.g., Carpet stains and odor in living area]
- [Description of Damage 3, e.g., Damaged window screens]

**Assessment of Costs:**

The estimated cost for repairs and/or professional cleaning is as follows:

- [Repair/Service Item]: \$[Amount]
- [Repair/Service Item]: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please note that according to your lease agreement and federal guidelines, these costs are the financial responsibility of the tenant. We request that you contact the management office by [Date] to discuss a payment arrangement or to provide proof of repair by a licensed contractor.

Photographs and invoices documenting these damages are attached to this letter for your records.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]