



Johnson & Glazebrook, Inc.  
1807 William Street, Fredericksburg, Virginia 22401  
Phone: 540-372-4444 / Fax: 540-373-9848

## **Security Deposit Dispute Instructions**

*The purpose of this form is to provide you with the appropriate steps in disputing charges assessed to your security deposit. Please understand that it is our office policy to handle security deposit disputes in writing, and that no dispute shall be initially resolved verbally. We feel this policy is in the best interest of all parties involved and can help prevent miscommunication since the final decision rests with the owner of the property.*

### **STEP 1:**

Complete the Security Deposit Dispute Form along with copies of any documentation which may substantiate your claim.

#### ***VIA Mail to:***

*Johnson & Glazebrook, Inc.  
1807 William Street  
Fredericksburg, VA 22401*

#### ***VIA Fax to:***

*Johnson & Glazebrook, Inc.  
FAX#: (540) 373-9848*

### **STEP 2:**

You will receive a letter acknowledging receipt of your dispute and indicating an estimated response time.

### **STEP 3:**

Once your dispute has been properly re-reviewed, an appropriate written response will be prepared and mailed to the address you provided.

We appreciate your patience and cooperation in following the procedure outlined above. Thank you.

JOHNSON & GLAZEBROOK, INC.  
PROPERTY MANAGEMENT



Johnson & Glazebrook, Inc.  
1807 William Street, Fredericksburg, VA 22401  
(540) 372-4444 / Fax: (540) 373-9848

**SECURITY DEPOSIT DISPUTE FORM**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
*(Please note, individual making request MUST be on Lease Agreement).*

CURRENT ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CONTACT#(s): \_\_\_\_\_  
*(Please be sure to provide telephone number where you can be reached 9a.m. – 5p.m. M-F)*

Please list below the description of the charge you would like reviewed again (*ex: grass cutting - \$50*), along with a brief explanation of your disagreement with the charge. You may attach any receipts that substantiate your claim.  
**TO EXPEDITE THE REVIEW PROCESS:** Please be sure to be brief, and keep each explanation to the subject of the charge assessed. Thank you.

Charge Description \_\_\_\_\_ Amount: \_\_\_\_\_  
*(Please use box below for explanation of dispute of this charge).*

Charge Description \_\_\_\_\_ Amount: \_\_\_\_\_

Charge Description \_\_\_\_\_ Amount: \_\_\_\_\_

Charge Description \_\_\_\_\_ Amount: \_\_\_\_\_

**TENANT SIGNATURE:** \_\_\_\_\_  
*(Individual making request MUST be on Lease Agreement)*