

**Sample of Property Management  
Letter Head**

Date of Letter

To Whom It May Concern:

Per your request, this is a confirmation letter to verify that Joe Owner is a unit owner at Jefferson Square Condo Association. Joe Owner property is 1111 Main St, Unit #102, Hyattsville, MD 20777. Joe Owner does not have a lien for non-payment of Common Ownership Community Fees and does not violate it of the covenants or bylaws.

Joe Owner is currently up to date with his assessment fees and has a zero balance.

If you have any further questions or concerns, please feel free to contact us @ (555) 555-1212.

Sincerely,  
Onsite Property Manager  
Jefferson Square Condo