

## Community Development Authority

Triangle Site Office  
702 Braxton Place  
Madison, Wisconsin 53715  
ph (608)266-4381 fx (608)261.9167  
email housing@cityofmadison.com

JONATHAN BEDFORD  
[REDACTED]

December 23, 2013

Dear Mr. Bedford:

I am writing in response to your letter dated October 29, 2013 regarding a few concerns you expressed about your rent amount, security deposit and other fees.

The first concern I will address is the security deposit. CDA charges a security deposit equal to one month's rent. Because you transferred to another unit, CDA's policy is to transfer the security deposit you paid at your original move-in and adjust up to the amount equal to one month's rent. In your case, you originally paid a security deposit of \$50. That \$50 was transferred from your old apartment lease to your new one and then you were charged \$353 for the remainder of the deposit at your new apartment. The total amount equals your monthly rent at the time of your move.

The next concern is your rent amount. I have reviewed the information in your file and have determined that you have been charged the correct amount of rent. From some of the correspondence between you and the East office, it appears that your concern is how we calculate your rent amount. I have enclosed a pamphlet provided by HUD that explains how your rent is determined. CDA uses these guidelines for all of our residents when determining rent.

I've also reviewed your account for any fees that were incorrectly charged to you and was not able to find any. You have been charged only late fees for late rent payments, the security deposit balance due from your new apartment (split into 4 payments) and normal maintenance fees.

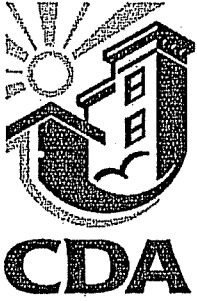
As to your concerns about Ms. Garvin being uncooperative, I cannot respond. I have not been present at any time you may have expressed concerns to her.

I hope the information presented to you in this letter has helped alleviate your concerns. If you have any additional questions, please feel free to contact me at 608-266-4383.

Sincerely,

*Lauren Andersen*  
Lauren Andersen

Assistant Site Manager  
CDA Triangle Management Office



## Community Development Authority

EAST MANAGEMENT OFFICE  
9 Straubel Ct #404 Madison, WI 53704  
Phone: (608)246.4558  
tdd: (608)246.5601  
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January 15, 2014

JONATHAN BEDFORD  
[REDACTED]

Dear Jonathan;

I have received a copy of your letter dated 1/14/14 stating that you believe you are receiving 14 day termination notices in error. I will attempt to explain your account balance to you again.

On 7/1/13 you transferred from your upstairs apartment at 1225 E Gorham Street, O to your current apartment at 1225 E Gorham Street, F. At the time that you transferred your rent was \$373 and has been the same every month since then. The security deposit that you paid when you moved in to apartment O on 5/1/2006 was \$50. The new security deposit that was required when you transferred to apartment F was \$373 minus the \$50 you had already paid, which left a total of \$323 due on your security deposit. I met with you on 6/20/13 to sign the transfer paperwork and we discussed the outstanding security deposit. Since I was not able to give you a full 30 days before you transferred I agreed to sign a payment agreement with you and I did not require your first payment until 8/1/13. I've enclosed a copy of the payment agreement that you signed on 6/20/13.

You paid your August rent of \$373 plus your first security deposit installment of \$100 on 8/13/13. You paid your September rent of \$373 plus your second security deposit installment of \$100 on 9/13/13. You did not make your October security deposit payment agreement of \$100 in addition to your rent and you did not make your November security deposit payment agreement of \$23 in addition to your rent, leaving you an outstanding balance of \$123 that is still due. Unfortunately you will continue to accrue late fees and receive eviction notices until this remaining balance is paid in full.

Your rent has been calculated correctly and your increased security deposit due to your transfer has been calculated correctly, which was explained to you in a letter that you received from Lauren Andersen, Assistant Site Manager at the Triangle.

I have spoken with my supervisor, Agustin Olvera, and he is in agreement that since I am the manager that oversees the Tenney Park Apartments you will have to direct your questions and concerns to me in the future. If there is someone else that you would like me to explain your concerns to on your behalf I would be happy to speak with them. Please pay the outstanding balance of \$123 to avoid future eviction action.

Sincerely,

June Garvin  
CDA Housing Manager