

FORM 4-5 Resident Referral Letter

*typed on company letterhead ]*

*[ date ]*

\$75.00 CASH!

Dear Resident:

I'm sure you will be interested in our resident referral program. Introduce your friends, relatives, and coworkers to our leasing staff, and if they choose to rent an apartment here, we will give you \$75.

If you know someone who is planning to move or is actively looking for a new home, accompany them to our rental office and introduce them to *[ agent's name ]* or *[ property manager ]*. At that time we will register you for a possible referral fee. Your guests will be registered and will be given a tour of the property and a look at any available apartments suitable to their needs. If your guest signs a lease within 30 days of your introduction, you will be given a check for \$75.

There is no limit to the number of guests you can register with us or to the number of checks you can receive. It is our way of saying thank you. This program expires on \_\_\_\_\_, 19\_\_\_\_\_

If you have any questions about this opportunity or wish to make an appointment with the rental staff, please do not hesitate to call us at *[ telephone number ]*.

Sincerely,

*[ property name ]*

\_\_\_\_\_  
*[ employee name ]*

*[ title ]*