



FIS041302RNTDPT

Eric J. Holcomb, Governor
Terry J. Stigdon, MSN, RN, Director

Indiana Department of Child Services
Office

FAX: www.in.gov/dcs

Date

To Whom It May Concern:

The Indiana Department of Child Services (DCS) is paying _____
\$ _____ for the first month's rent and \$ _____ for the security deposit for
_____.

It is agreed upon by both parties that the security deposit shall be returned to DCS Cash Management at the address below, except to the extent of any damage that is documented to have occurred during _____ tenancy.

If you should need any assistance or have questions for DCS in the future, you can contact _____ at _____.

For _____ Apartments, contact: _____.

Department of Child Services,

Date

Landlord

Date

Payments to DCS should be sent to the following address, along with documentation:

**DCS Cash Management
Room W364, Mail Stop 54
402 W. Washington Street
Indianapolis, IN 46204-2739**