

SAMPLE LETTER FOR INFORMING PROPERTY OWNERS OF  
DISTRICT'S DECISION TO SUBMIT  
FINANCIAL STATEMENT THAT ARE NOT AUDITED

DATE

PROPERTY OWNERS NAME

MAILING ADDRESS

CITY, STATE ZIP

RE: PROPERTY LOCATED WITHIN [NAME OF DISTRICT]

Dear Property Owner:

The Hillsborough County Property Appraiser's Office records show you as the owner of property in the district mentioned above. Pursuant to Ordinance # [insert number of ordinance establishing district] as amended, the [Name of District] levies a non-ad valorem assessment annually on this property for the purpose of maintaining and improving rights-of-way and common areas in this district.

Pursuant to Section 11 of this Ordinance, the board of trustees has decided not to have the district's FY [insert number of fiscal year] financial statements audited. The board of trustees of the [Name of District] made this decision at its [Month, Day and Year] meeting. It will submit a financial statement for FY [insert number of fiscal year] to the Hillsborough County Management and Budget Department but the statement will not be audited.

If you have any questions about the board of trustees' decision, the district's financial position or wish to review the financial statements, please contact [Name and telephone number of district contact] for more information.

Sincerely,

[Name of president]

President, [Name of District] ←or Vice President