

DIRECTIONS TO MERCHANT: IF YOU HAVE MAILED THE RENTER A CERTIFIED OR REGISTERED NOTICE LETTER AND AFTER TEN DAYS HAVE NOT RECEIVED A RESPONSE:

- (1) FILL OUT ONE COMPLAINT SHEET FOR EACH RENTAL PROPERTY ITEM UNRETURNED.
PLEASE ATTACH A COPY OF THE RENTAL AGREEMENT AND CERTIFIED NOTICE LETTER.
- (2) BRING THE COMPLETED COMPLAINT FORM AND AGREEMENT TO THE EAST JORDAN POLICE DEPARTMENT OR CALL AND HAVE AN OFFICER COME AND PICK THEM UP.
- (3) KEEP THE ORIGINAL RENTAL AGREEMENT FOR YOUR RECORDS
- (4) **PLEASE DO NOT ACCEPT ANY MONEY REGARDING THE RENTAL PROPERTY WITHOUT FIRST CONTACTING THE EAST JORDAN POLICE DEPARTMENT , DOING SO MAY PREVENT FULL RECOVERY OR PROSECUTION.**

**EAST JORDAN POLICE DEPARTMENT
RENTAL PROPERTY COMPLAINT SHEET**

Business Name: _____ Phone #: (_____) _____

Address: _____

Complainant's Full Name: _____ D.O.B. _____

Address: _____ Phone#: _____

(If different then Complainant)

Full Name of Employee Who did Transaction: _____ D.O.B. _____

Address: _____ Phone#(_____) _____

Name of Renter: _____ Phone#(_____) _____

Address _____

(If known)

Driver's License #: _____ State: _____ D.O.B.: _____

(If known)

(If Known)

Description of Rented Property: _____

Date Property Rented: _____ Date Property Due: _____ Property Value: \$ _____

Certified Notice Letter Fee:\$ _____ Unpaid Late Fees:\$ _____ Total Restitution Requested: \$ _____

Is a copy of the Rental Agreement or Invoice Attached? Yes No If no, why not?: _____

Is copy of the certified letter you sent the renter attached?: Yes No If no, why not?: _____

How much money (if any) did the renter already pay to rent the property ? : \$ _____

Reason the Property was Due: (ex: rental term expired, failed to make a payment etc): _____

Can person who did the transaction identify the renter ? Yes No. If yes how (example : renter is known to me; identified renter from his or hers i.d.; ect.): _____

(Use additional paper if needed and attach to this form)

POLICE USE (DO NOT WRITE BELOW LINE)

| | | | |
|-------------------|----------------|----------------|--------------|
| Assigned Officer: | Date Received: | Time Received: | Complaint #: |
|-------------------|----------------|----------------|--------------|

