

DIRECTIONS TO MERCHANTS:

- (1) FILL THIS FORM OUT COMPLETELY AS SOON AS RENTAL PROPERTY IS NOT RETURNED BY THE CUSTOMER.
- (2) MAIL THIS FORM TO THE CUSTOMER **BY REGISTERED OR CERTIFIED MAIL** AS SOON AS IT IS FILLED OUT. KEEP A COPY OF THIS LETTER FOR YOU RECORDS.
- (3) IF YOU DO NOT RECEIVE PAYMENT OR A RESPONSE FROM THE CUSTOMER, FILL OUT A COMPLAINT SHEET PROVIDED BY THE EAST JORDAN POLICE DEPARTMENT.

NOTICE LETTER TO RETURN RENTAL PROPERTY

TO: _____ DATE: _____
 (Name of Person Failing to Return Rental Property)

 (Street Address)

 (City, State, Zip Code)

The item(s) described below have NOT BEEN RETURNED:

Item(s) Rented	Date of Rental	Date Property Due	Value of Item(s)
1.			\$
2.			\$
3.			\$
TOTAL VALUE OF ITEMS			\$

Pursuant to Michigan Compiled Laws 750.362A: It is a criminal offense to fail to return rental property. You are given 10 days notice from the date on this letter to return the rental property listed. If you do not return the property within the 10-day period A FORMAL CRIMINAL COMPLAINT will be filed through the East Jordan Police Department to the office of the Prosecuting Attorney, and you may be required to pay the value of the property, any late fees, and the certified letter fee or you may be criminally prosecuted.

DATE PROPERTY IS TO BE RETURNED BY : _____

LOCATION PROPERTY IS TO BE RETURNED: _____

VALUE OF ITEM(S): \$ _____ LATE FEES: \$ _____ CERTIFIED LETTER FEE: \$ _____

AMOUNT OWED IF PROPERTY RETURNED: \$ _____ (Late Fees + Certified Letter Fee)

AMOUNT OWED IF PROPERTY LOST: \$ _____ (Value + Late Fees + Certified Letter Fee)

NAME(PRINTED): _____
 (Person Sending Letter)

ADDRESS: _____
 (Merchant Adress)

SIGNATURE: _____
 (Person Sending Letter)

TELEPHONE NUMBER: (_____) _____

