

Directions to Merchant:

- (1) FILL THIS FORM OUT COMPLETELY AS SOON AS THE RENTAL PROPERTY HAS NOT BEEN 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 YOUR RECORDS.
- (3) IF YOU DO NOT RECEIVE PAYMENT OR A RESPONSE FROM THE CUSTOMER, FILL OUT A FAILURE TO RETURN RENTAL PROPERTY COMPLAINT SHEET. PROVIDE THE (1) COMPLAINT SHEET, (2) A COPY OF THIS NOTICE LETTER, AND (3) A COPY OF THE SIGNED RENTAL AGREEMENT TO THE POLICE AGENCY WHERE THE PROPERTY WAS RENTED.

NOTICE LETTER OF FAILURE TO RETURN RENTAL PROPERTY

To: Date:
(name of person failing to return rental property)

(renter's mailing address) (renter's address city/state/ZIP)

Please take NOTICE that the item(s) described below have NOT BEEN RETURNED per the terms of your rental contract:

Items Rented: Rental Date:

Value: \$ Due Date:

Contract Number or other Reference Code:

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 of 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 with the police, and you may be required to pay the value of the property, any late fees, and a certified letter fee and you may be criminally prosecuted.**

Date Property is to be Returned:

Late fees: Victim Name:

Mail fee: Address:

*OWED: City/State/ZIP:

*Note to Merchant: Include two numbers in "OWED": amount if property returned and amount if lost
Victim Phone:

Victim Signature