RETURNED CHECK NOTIFICATION

(RD/HUD/LIHTC/CONV.)

# DATE:

TENANT:

APT. #:

DEAR: ,

This letter is to inform you that your check #  issued by you on  (date) in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s rent has been returned to my office marked non-sufficient funds. As a result of this, there will be a return check charge of $  and a late fee of $  assessed to you. The total amount you now owe is $ .

We must have this check replaced with a money order or certified check within twenty four (24) hours, otherwise this matter will be turned over to the magistrate for prosecution under  State Law.

In the future (check one):

 [ ]  we will accept personal checks for rent

 (1st occurrence)

 [ ]  we will not accept personal checks for rent

 (2nd occurrence)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

**This is an attempt to collect a debt.**

 “This institution is an equal opportunity provider and employer”

  EQUAL HOUSING OPPORTUNITY

 Revised 07/2014