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

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