

DIRECTIONS TO MERCHANT:

- (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 YOUR RECORDS
- (3) IF YOU DO NOT RECEIVE PAYMENT OR A RESPONSE FROM THE CUSTOMER, FILL OUT A COMPLAINT SHEET PROVIDED BY THE ECONOMIC CRIME UNIT.

ADDITIONAL COPIES OF THIS FORM CAN BE OBTAINED FROM THE ECONOMIC CRIMES UNIT, (517) 703-0572.

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: _____

Reference Code: _____

Date Property was Due: _____ Value of Item(s): _____

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 with the Eaton County Prosecutor's Office-Economic Crime Unit, 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): _____ VICTIM NAME (PRINTED): _____

LATE FEES: _____ ADDRESS: _____

CERTIFIED LETTER FEE: _____

AMOUNT OWED IF PROPERTY LOST: _____ (VALUE+ LATE FEES+ CERTIFIED LETTER FEE)

AMOUNT OWED IF PROPERTY RETURNED: _____ (LATE FEES + CERTIFIED LETTER FEE)

VICTIM SIGNATURE: _____

TELEPHONE NUMBER: (____) _____