

**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 and pay any fees owed. If you do not return the property within the 10-day period, you must pay the value, late fees, and the certified letter fee. If there is no response to this notice, a formal criminal complaint will be filed with the Eaton County Prosecutor's Office-Economic Crime Unit.

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: (\_\_\_\_) \_\_\_\_\_