

RETURNED PAYMENT NOTICE

From: _____

Date: _____

To: _____

Dear _____ :

We have received notice that your payment in the amount of \$_____ was returned unpaid by your financial institution. As a result, a returned payment charge of \$_____ has been added to your account.

Please note that if your rent payment is late as a result of this returned payment, you will be subject to a late charge.

Please submit payment immediately for the entire balance, including all charges in addition to your rent. This payment must be made via cash, certified check or money order. Ignoring this notice could incur further costs, damage to your credit rating, or lead to civil or criminal legal proceedings.

Sincerely,

ADDITIONAL COMMENTS: _____

Your personal check will no longer be accepted for the payment of rent.

If your payment is returned _____ more time(s), we will no longer accept a personal check for the payment of rent.