

**DIRECTIONS TO MERCHANT:** IF YOU HAVE MAILED THE RENTER A NOTICE LETTER OF FAILURE TO RETURN RENTAL PROPERTY AND HAVE NOT RECEIVED A RESPONSE AFTER 10 DAYS:

- (1) FILL OUT ONE FAILURE TO RETURN RENTAL PROPERTY COMPLAINT SHEET FOR EACH RENTAL PROPERTY ITEM STILL UNRETURNED. **ATTACH (1) A COPY OF THE RENTAL AGREEMENT AND (2) THE NOTICE LETTER OF FAILURE TO RETURN RENTAL PROPERTY.**
- (2) PROVIDE ALL OF THESE ITEMS TO THE POLICE AGENCY WHERE THE PROPERTY WAS RENTED.
- (3) KEEP THE ORIGINAL RENTAL AGREEMENT FOR YOUR RECORDS
- (4) **ONCE THIS COMPLAINT HAS BEEN TURNED OVER TO THE POLICE, DO NOT ACCEPT ANY MONEY IN PAYMENT OF THIS RENTAL AGREEMENT WITHOUT FIRST CONTACT THE SHIAWASSEE COUNTY PROSECUTOR'S OFFICE AT (989) 743-2373. DOING SO MAY PREVENT FULL RECOVERY OR PROSECUTION.**

SHIAWASSEE COUNTY PROSECUTING ATTORNEY'S OFFICE

**FAILURE TO RETURN RENTAL PROPERTY COMPLAINT SHEET**

Property Description:  Rental Date:

Initial Property Value: \$  Less (-) Amt Already Pd: \$

= Total Owed: \$  Certified Mail Fee: \$

Unpaid late fees: \$  Total Restitution request: \$

Renter's Name (person who RECEIVED property):

Your Business Name and Address:

Is a copy of the Rental Agreement or Invoice Attached?  Yes  No.

If no, why not?

Reason Property is Overdue (expired rental term, failure to make scheduled payment, etc.):

When did you send the certified or registered Notice Letter?

Did you record the renter's Drivers License Number or Michigan ID Number?  Yes  No

If yes, what is the renter's ID number?

Is it your normal practice for the person renting out this property for you to compare identification containing a photograph with the renter standing in front them?  Yes  No

Does the person who accepted this check believe they can identify the check writer in a photo lineup or in court?  Yes  No

Do you have any additional information that would help identify or locate the renter (social security number, security video, physical description, car license plate #, phone #, etc)?

Name of person filling out form:

Today's date:

\_\_\_\_\_  
Signature