

## FINAL NOTICE OF RETURNED CHECK AND NOTICE OF LEGAL ACTION

Apt. No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date: \_\_\_\_\_

Dear Resident,

Your bank has returned your personal check in the amount of \_\_\_\_\_.  
Since your bank will not accept your check again for deposit, payment  
in full must be received within 48 hours to avoid legal action against  
you.

Our records indicate that your account has also been charged with a  
late fee and a returned check fee charge in the amount of \_\_\_\_\_.  
Please add this amount to the total amount due of \_\_\_\_\_.

You must pay the amount stated above AND in the form of a cashier's  
check, money order or other certified funds by (date): \_\_\_\_\_,  
to avoid said legal action.

As required by law, you are hereby notified that a negative credit report  
reflecting on your credit history may be submitted to a credit reporting  
agency if you fail to fulfill the terms of your credit obligations.

Sincerely,

\_\_\_\_\_  
Landlord/Owner/Manager

\_\_\_\_\_  
Date: