

Rental Property Complaint Form

Directions to Merchant: If you have mailed the renter the notice letter and have not received a response after ten days:

1. Fill out complaint sheet. **Attach a copy of the renter's agreement (if applicable).**
2. Mail, fax, or e-mail the above items to :
Lenawee County Prosecutor's Office-ECU, 425 N. Main St., Adrian, MI 49221
Fax: (517) 265-9314 | E-mail: ecu@lenawee.mi.us
3. Keep your **original** copies.

Additional copies of this form can be obtained from the Economic Crimes Unit by calling (517) 264-4638, or by e-mailing ecu@lenawee.mi.us, or online at www.lenawee.mi.us

Please type in form

Business Name and Address

Phone Number Alt. Phone Number

Renter's Name (Person who RECEIVED the rental property):

Did you record the renter's Driver's License Number or Michigan I.D.? Yes No

If yes, what is the number?

Is it your normal practice to compare ID containing a photo in the presence of the renter? Yes No

Do you personally know the renter? Yes No

Could you identify them in a photo line-up or in court? Yes No

Initial Property Value: Date Property Rented: Date Property Due:

Property Description:

Outstanding Value (initial property value SUBTRACT amount already paid):

Certified Notice Letter Fee: Unpaid Late Fees: Total Restitution Requested:

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

If no, why not?

If property rental required payments, how many payments were made?

Reason the Property was due (ie: rental term expired, failed to make payment, etc.):

What date did you send the certified or registered letter to the renter?

IMPORTANT: Please provide any additional information you may have that would help locate or identify the check writer (SSN, security tape, physical description, car license number, phone number, etc.). Please supply on separate sheet.

Witness Signature (if possible, person who did transaction)

Date

Printed Witness Name