DIRECTIONS TO MERCHANT: IF YOU HAVE MAILED THE RENTER A CERTIFIED OR REGISTERED NOTICE LETTER AND AFTER 10 DAYS, HAVE NOT RECEIVED A RESPONSE:

(1) FILL OUT ONE COMPLAINT SHEET FOR EACH RENTAL PROPERTY ITEM UNRETURNED.

(2) MAIL, FAX OR EMAIL THE COMPLAINT SHEET, RENTAL AGREEMENT, NOTICE LETTER, & PROOF OF CERTIFIED MAILING TO: **EATON COUNTY PROSECUTOR'S OFFICE, ECONOMIC CRIMES UNIT (ECU), 5330 W SAGINAW HWY., LANSING MI 48917; FAX (517) 543-4863; ECU@EATONCOUNTY.ORG**

(3) KEEP THE ORIGINAL RENTAL AGREEMENT.

DO NOT ACCEPT ANY MONEY REGARDING THE RENTAL PROPERTY WITHOUT FIRST CONTACTING THE ECU. DOING SO MAY PREVENT FULL RECOVERY OR PROSECUTION.

COPIES OF THIS FORM CAN BE FOUND AT WWW.PROSECUTINGATTORNEY.INFO. FOR QUESTIONS, CONTACT THE ECU: (517) 543-4647 OR ECU@EATONCOUNTY.ORG

EATON COUNTY PROSECUTOR'S OFFICE

RENTAL PROPERTY COMPLAINT SHEET

Property Description: Date Property Rented: Date Property Due:

Initial Property Value: - (subtract) Amount Already Paid: = Outstanding Value:

Certified Notice Letter Fee: Unpaid Late Fees:

Total Restitution Requested (outstanding value + certified notice fee + unpaid late fee):

Have you included a copy of the Rental Agreement or Invoice? ☐Yes ☐ No

If no, why not?

If the Property rental required payments, how many payments were made?

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

On what date did you send the certified or registered notice letter to the Renter?

Have you included proof of certified or registered mailing? ☐ Yes ☐ No

If no, why not?

Witness/Business address and telephone number:

Is it your normal practice to compare identification containing a photograph with the Renter standing in front of you?

☐ Yes ☐ No

Could you identify the Renter in a photo lineup or in court? ☐ Yes ☐ No

Did you record the Renter's Driver's License number or Michigan ID number? ☐ Yes ☐ No

If yes, what is that number?

Do you have any other information that would identify or locate the Renter (Social Security Number, security video, physical description, vehicle license number, phone number, email etc.)?

_____ _____

Witness Signature (if possible the person who did the transaction) Date

_____

Printed Witness Name