

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

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

**PLEASE ATTACH A COPY OF THE RENTAL AGREEMENT AND CERTIFIED NOTICE LETTER**

(2) MAIL OR FAX THE COMPLETED COMPLAINT SHEET AND AGREEMENT TO:

EATON COUNTY PROSECUTOR'S OFFICE, ECONOMIC CRIME UNIT  
5330 W. SAGINAW HWY., LANSING, MI 48917 FAX (517) 703-0661

(3) KEEP THE ORIGINAL RENTAL AGREEMENT.

(4) **PLEASE DO NOT ACCEPT ANY MONEY REGARDING THE RENTAL PROPERTY WITHOUT FIRST CONTACTING THE ECONOMIC CRIME UNIT. DOING SO MAY PREVENT FULL RECOVERY OR PROSECUTION.**

ADDITIONAL COPIES OF THIS FORM CAN BE OBTAINED FROM THE ECONOMIC CRIMES UNIT, (517) 703-0572.

ECONOMIC CRIME UNIT  
EATON COUNTY PROSECUTOR'S OFFICE

## RENTAL PROPERTY COMPLAINT SHEET

|                                                                                                                                                                                  |                       |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|
| Value of Property:                                                                                                                                                               | Date Property Rented: | Date Property Due: |
| Certified Notice Letter Fee:                                                                                                                                                     | Unpaid Late Fees:     |                    |
| Total Owed for Returned Property:                                                                                                                                                |                       |                    |
| Total Owed for Unreturned Property:                                                                                                                                              |                       |                    |
| Is a copy of the Rental Agreement or Invoice Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                  |                       |                    |
| If no, why not?                                                                                                                                                                  |                       |                    |
| Renter's Name (Person who RECEIVED the rental property):                                                                                                                         |                       |                    |
| Witness Name (Person who did the transaction):                                                                                                                                   |                       |                    |
| Witness / Business address and telephone number:                                                                                                                                 |                       |                    |
| Did you record the Renter's Drivers License Number or Michigan ID number? <input type="checkbox"/> Yes <input type="checkbox"/> No                                               |                       |                    |
| If yes, what is that number?                                                                                                                                                     |                       |                    |
| Is it your normal practice to compare identification containing a photograph with the Renter standing in front of you? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |                    |
| Could you identify the renter in a photo lineup or in court? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                            |                       |                    |
| On what date did you send the <u>certified or registered</u> notice letter to the Renter?                                                                                        |                       |                    |
| Do you have any other information that would identify or locate the Renter (Social Security Number, security tape, physical description, car license number, phone number etc.)? |                       |                    |

\_\_\_\_\_  
Witness Signature (If possible person who did transaction)

\_\_\_\_\_  
Date