

Chet's Rent-All

www.chetsrentall.com

Date: _____

Sent Via Certified (Registered) Mail

RE: Contract Number: _____

NOTICE PURSUANT TO SECTION 750.362a(1.) OF THE MICHIGAN PENAL CODE

Dear _____,

You rented a _____ from us on _____ pursuant to contract number: _____, a copy of which is enclosed. The date and time due-in as specified in the contract was _____ and has passed. You have no legal right to retain the property of Chet's Rent-All in your possession.

Further, you owe Chet's past due rental charges totaling \$_____ to the date of this notice. Rental charges, penalties, and interest will continue to accrue under your contract until our property is returned to us and all charges are paid in full. Payment of past due charges does not entitle you to retain our property beyond the date and time set forth below. Returning our property to us does not release you from your obligation to pay all charges owing to Chet's pursuant to your contract.

This notice is given in accordance with section 750.362a(1.) of the Michigan Penal Code. All property in your possession belonging to Chet's Rent-All must be returned to Chet's at _____, _____, Michigan _____, by no later than 8:00 AM, on _____, _____.

Your failure to return all Chet's property in your possession in accordance with this demand will constitute the crime of larceny under the Michigan Penal Code.

If our property is not returned to us by the date and time specified above, this matter will be turned over to the _____ Police Department for criminal prosecution. If all rental charges are not paid by the date and time specified above, we will proceed as necessary to collect all sums owed to us.

We do not use the police department as an agency for the collection of stolen equipment. Once we file a complaint with the police department, all communications between you and our firm will be under the direct supervision of the police department's detective bureau, and/or the county's prosecutor's office.

This notice is the final correspondence you will receive from us before a formal complaint is filed. You can save yourself the time, expense and potential embarrassment of arrest by complying with our request for the immediate return of our equipment and payment of all contractual charges.

Sincerely,

Print/Type Name: _____ Title _____

INSTRUCTIONS:

- 1) Where the yellow lines are found above, **enter the pertinent information and your store's information.**
- 2) Remove the yellow highlighting and remove italicized words such as address, city, state, etc.
- 3) **Save the letter with a NEW NAME such as:** Demand to Return – Store Name – Customer's Name. Do not save it as the master copy.
- 4) Prepare two envelopes to mail – one standard mail and one certified mail with a return receipt requested.
- 5) On the outside of the “certified mail” envelope, write in big, bold letters: **“RETURN IN 5 DAYS”**
- 6) Print and sign two letters (one for each envelope) and make photo copies of the signed letters,
- 7) Make two copies of the original rental contract and place a **“COPY” of the contract** in each envelope along with and **“Original” Demand to Return Letter.**
- 8) Make copies of all items being send (letter and contract) the
- 9) **Do not include** a copy of the formal law. (The attorney says that all we need to do is refer to it. Let the customer investigate the wording and actual law if he chooses to do so. We don't have to make his job easier. All he needs to do is return the equipment and pay his bill.)
- 10) Seal the envelopes and take them to the Post Office
- 11) Mail one through the standard USPS mail and send the other envelope (the one with the “RETURN IN 5 DAYS” notice on the front) by Certified Mail, return Receipt Requested.
- 12) Inform your staff that either a signed “receipt” will be returned or the entire envelope will be returned if it does not get signed for.
- 13) Tell your staff that you need to be notified immediately of either occurrence AND if the envelope is returned, it “MUST NOT be opened by us or we may have to start all over again.
- 14) When the signed receipt or certified envelope is returned to you by the Post Office, notify the Vice President of Operations and a legal course of action will be determined.