

Commonwealth Real Estate Services

18150 SW Boones Ferry Road

Portland, OR 97224

(503) 244-2300

(503) 768-4660 Fax

RETURNED CHECK NOTICE**FORM
45**

DATE: _____ COMMUNITY NAME: _____

RESIDENT NAME: _____

RESIDENT ADDRESS: _____ SPACE #: _____

CITY: _____ STATE: Oregon ZIP: _____

MAILING ADDRESS if different than above: _____

CITY: _____ STATE: _____ ZIP: _____

Dear Resident:

This letter is to advise you that we can no longer accept personal or business checks from you for payment of any monies due to the Community. We have received two (2) checks from you and/or for your space that were returned for non-sufficient funds (NSF), etc. It is the policy of the Community not to accept personal or business checks from a residence from which we have already received two (2) returned checks.

All future payments to the Community must now be in the form of certified funds (i.e. money order or cashier's check). **Please note that we have a NO CASH POLICY; we also do not accept two-party checks.** Thank you for your cooperation regarding this matter. If you have any questions, please feel free to contact Community Management.

Sincerely,

Community Management_____
Telephone Number