

NOTICE OF RETURNED CHECK



ONLINE
TENANCY
MANAGEMENT
SYSTEM

Attn:

Date: _____

RE: Notice of Bank Refused/Returned Check

Dear _____ ,

Your recent check for _____ was returned by the bank as unpaid. According to our lease agreement, a Returned Check fee of _____ will be added to your account if your check bounces.

Kindly send a new money order or certified check in the amount of _____ plus any applicable late fees within the next ____ days to bring your account current. You may drop payment off at our office or mail it. Please contact us if you have any questions.

Thank you for your immediate attention to this matter.

Regards,