Rent Transmittal Form

Dear Tenant(s) _____   LLC _____   Date _____

You are receiving this form letter because there is a problem with your rent payment. Please see all boxes that apply:

__ **Returned Check** - Check # _____ $ _____ for _____ was returned by your back for **Non Sufficient Funds** or _____. As per our lease agreement <u>there is a $50 fine per check/ incident which needs to be sent in before next month's rent.</u> If this occurs twice within a 1 year rental period you will be required to pay by money order or certified check. Your check has been resubmitted to your bank today. Please make sure there is sufficient funds to clear this check.

__ **Rent Late** -Rent is due on the first and late if not received or post marked by the first of the month. Your rent envelope was postmarked on _____. As per our lease agreement <u>there is a $50 fine per check/incident which needs to be sent in before next month's rent.</u>

__ **Incorrect Amount** - Your check was made out for $_____ but should have been $_____.

__ **Unknown Payer** – Your check was returned because the payer could not be verified or the person indicated on the check is not on the lease. Rent can only be paid by a tenant or responsible party.

__ **Incorrect Mailing Address** – Your rent envelope was mailed to the wrong address. To prevent late fees, all envelopes should be addressed to the correct address below or use the mailing label stickers provided.

__ **Incorrect Payer Endorsement** – Your check was made payable to _____ when it should be made payable to _____.

If you have any questions please contact me via email.
Russ rwasser63@gmail.com   or   Wendy wwbird@yahoo.com

Sample check

Rivers Cuomo
3135 N Farwell Ave   Apt #3
Milwaukee, WI 53211

If the tenant's name and address is not printed on the check you must include it in the lower left memo field.

1001

12/1/2017   Date

Pay to the order of _____ $ | 483.00 |

Checks are payable to the LLC name on your lease agreement not to Russ or Wendy.

Four Hundred Eighty Three and 00/100   Dollars

Always include the month and Address/unit if not printed on check.

Don't forget to properly date and sign.

Memo__ December rent for Dan Jones 3135 Farwell   Signature__ Rivers Cuomo

⑈443498 54⑈   99568 79545 4‖⑈

By mail for : East River or West River, LLCs
        P.O. Box 510949
        Milwaukee, WI 53203
Or Drop Box for East and West River only:
1637 N Van Buren St (off Brady street) *Please do not ring bell when using drop box. NO CASH*

By mail for: Palmetto or Newsum or Bartlett Investments or Fox Beach, Southview, LLCs
        P.O. Box 11055
        Milwaukee WI 53211
        Or hand deliver your USPS envelope with stamp to the Shorewood Post Office 1620 E Capital Dr. Ask nicely if they can put in PO Box 11055. Typically happens at end of business day.