**Unable To Accept Check Notice**

 DATE

NAME

ADDRESS

ADDRESS

 RE: Unable to accept check

 Lease dated

 between

 and

Dear Resident(s):

Your rent check was received by our office, but we are unable to accept it for the following reason(s):

 Two (2) previous checks have been returned within the past six (6) months; therefore, we will be unable to accept your personal check for a period of six (6) months.

 The check received is drawn on a third party's account who is not a resident listed on a lease.

 Your check is payment for a previously returned check and returned checks must be paid by money order or cashier's check.

 Your check for rent was received after the 3rd of the month; therefore, payment must be in the form of a money order or cashier's check.

Please make arrangements to replace your check with a money order or cashier's check today in order to avoid additional late charges. Thank you for your prompt attention to this matter.

 Sincerely,

 Signature of owner's representative

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