

IMPORTANT NOTICE

Date: _____

To: _____

_____ and all others in possession

Please be advised that you have been turned over to our attorney and are currently under eviction proceedings for non-payment of rent. Because of this action this office will not accept the partial payment that you have tendered. The management office is going to

give you the opportunity to come in and pick up these funds no later than 11:00 a.m. on the _____ day of _____, 20____. In the event you fail to come in, management will have no alternative but to send these funds back

certified mail, return receipt requested and eviction proceedings will continue and the proper measures will be taken to regain possession of your unit should you fail to follow these instructions.

Property Manager

I certify that I served a true and correct copy of the foregoing Notice on the above named tenant(s) this _____ day of _____, 20____ at _____ A.M. P.M.

_____ personally serving same upon said tenant.

_____ posting same at the above described premises in the absence of said tenant.

Served by: _____