



THE DO'S AND DON'TS OF THE IMPORTANT NOTICE (for possession)

- Who: All responsible parties who have signed the lease including guarantors.
- When: When in receipt of funds after a lawsuit for Tenant Eviction has been filed and you will not accept any monies at all. You want possession.
- Why: If you do not send the notice, the Tenant Eviction suit may be dismissed.
- How: Mail the original notice to the Resident and include the voided personal check in the envelope with the letter. We do recommend certified mail! Keep a copy of the notice and the voided check.
- Don't: Don't delay sending out this notice. The court will dismiss the case if the notice is not immediately delivered to the tenant.