



THE DO'S AND DON'TS OF THE IMPORTANT NOTICE (HOLDOVER TENANT)

- 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 because resident is holding over in possession of the premises.
- Why:** If you do not send the notice, the tenant eviction suit may be dismissed. Acceptance of rent is a COMPLETE WAIVER of your objection to the Resident's noncompliance.
- 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.