



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

- 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 are willing to accept the monies, but only in full (i.e. including attorney's fees, late fees, etc.).
- 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.