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PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- Check Michigan's required form and notice period before sending.
- 1 citation could not be confirmed against the uploaded files (wrong page, or an amount or date not found on that page). It is marked [VERIFY: citation not confirmed].
- Michigan notice rules are unresolved. This draft is not a legally sufficient notice to pay rent or quit. The [VERIFY] items in "Rent owed" and "Required form and notice" (late fees in a notice, statutory form, notice period, delivery method, local rules, federal rules) must be checked before anything is sent.
- Check the totals. The monthly "Paid" and "Balance" figures and the rent totals ($5,500.00 / $2,975.00 / $2,525.00) were worked out from the ledger charges, payments and notes. They match the ledger's stated unpaid rent of $2,525.00, but confirm them.
- The ledger was printed December 8, 2025. Update the balance and payment history as of the sending date.
- Late fees: the ledger posts each fee on the 6th. Lease Section 4 makes a fee due if rent is not received by 11:59 PM on the 5th, and says late fees are additional rent "only to the extent allowed by law." Confirm whether the $150.00 may be demanded.
- Only a one-page lease excerpt was provided. Sections 3, 4, 5, 18 and 21 are cited from it, and the excerpt itself refers to lease pages 1, 2, 6 and 7. Review the full lease.
- Subsidized or covered housing: the only source is [firm notes] ("as far as the client knows"). Confirm with the client.
- Placeholders to fill in: firm address and contact details, date, delivery method, tenants' ZIP code, payment instructions, amount of unpaid rent, and response deadline. Lease Section 18 permits hand delivery to an adult at the premises or first-class mail, but the legally required method must be checked.
- The tenants' text messages are quoted in the letter. Decide whether to keep them.

Vandermolen Reese PC
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

Marcus Bell and Tanya Bell
1226 Wexford Lane, Lower Unit
Cedar Glen, Michigan [ADD: ZIP]

Re: Demand for Payment of Unpaid Rent or Possession of Premises, 1226 Wexford Lane, Lower Unit, Cedar Glen, Michigan; Lease dated August 12, 2025; Landlord: Wexford Lane Holdings LLC

Dear Mr. Bell and Ms. Bell:

Introduction

We represent Wexford Lane Holdings LLC, the landlord of 1226 Wexford Lane, Lower Unit, Cedar Glen, Michigan [lease_excerpt.pdf p.1]. You leased that unit under a residential lease dated August 12, 2025, for a term of September 1, 2025 to August 31, 2026 [lease_excerpt.pdf p.1]. Under the lease, you are jointly and severally responsible as tenants [lease_excerpt.pdf p.1]. Our client has asked us to demand payment of the overdue rent or possession of the unit.

The lease

Section 3 of the lease provides that monthly rent is $1,375.00, "due in advance on the first of each month," and payable through the landlord's online portal or by check mailed to the notice address [lease_excerpt.pdf p.1]. The landlord's notice address is P.O. Box 4417, Cedar Glen, Michigan [lease_excerpt.pdf p.1].

Section 4 provides that if rent is not received by 11:59 PM on the 5th of the month, the tenant shall pay a late fee of $50.00 for that month, and that "Late fees are additional rent only to the extent allowed by law" [lease_excerpt.pdf p.1].

Section 5 provides that "Payments are applied first to the oldest unpaid rent" [lease_excerpt.pdf p.1]. Section 21 provides that if the tenant fails to pay rent when due, the landlord may give notice and pursue any remedy available under law [lease_excerpt.pdf p.1].

Rent owed

Our client's ledger, printed December 8, 2025, shows the following rent charges and payments, with payments applied to the oldest unpaid rent first [rent_ledger.pdf p.1]:

Period	Rent due	Paid	Balance	Source
September 2025	$1,375.00	$1,375.00	$0.00	[rent_ledger.pdf p.1]
October 2025	$1,375.00	$1,375.00	$0.00	[rent_ledger.pdf p.1]
November 2025	$1,375.00	$225.00	$1,150.00	[rent_ledger.pdf p.1] [VERIFY: citation not confirmed]
December 2025	$1,375.00	$0.00	$1,375.00	[rent_ledger.pdf p.1]
Total (as read from the bills)	**$5,500.00**	**$2,975.00**	**$2,525.00**	[rent_ledger.pdf p.1]

The payments received were $1,375.00 on September 2, 2025; $1,000.00 on October 14, 2025; and $600.00 by check no. 512 on November 20, 2025 [rent_ledger.pdf p.1]. The October payment was applied to October rent. The November check was applied first to the remaining October rent and then to November rent [rent_ledger.pdf p.1]. No payment has been received since November 20, 2025 [rent_ledger.pdf p.1].

The ledger also shows the following late fees, which are listed separately from rent [rent_ledger.pdf p.1]. [VERIFY: Michigan rule on whether fees may be included in a notice to pay rent]

Charge	Date posted	Amount	Source
Late fee, October 2025	October 6, 2025	$50.00	[rent_ledger.pdf p.1]
Late fee, November 2025	November 6, 2025	$50.00	[rent_ledger.pdf p.1]
Late fee, December 2025	December 6, 2025	$50.00	[rent_ledger.pdf p.1]
Total late fees (as read from the bills)		**$150.00**	[rent_ledger.pdf p.1]

The ledger shows no other charges, no rent concession or credit, and no signed payment plan [rent_ledger.pdf p.1]. The $2,000.00 security deposit paid at signing is held separately and has not been applied to any charge [lease_excerpt.pdf p.1; rent_ledger.pdf p.1].

Our client sent a late rent reminder on November 7, 2025 [late_notices_and_messages.pdf p.1]. In text messages, Ms. Bell wrote on November 19, 2025, "We know we're behind," and on December 5, 2025, "We can't pay the full amount right now. Maybe half by the 20th" [late_notices_and_messages.pdf p.1]. On December 6, 2025, our client responded that it could not accept a plan without a date for payment of the full balance [late_notices_and_messages.pdf p.1]. As of December 8, 2025, no further messages or payments had been received, and you remain in possession of the unit [late_notices_and_messages.pdf p.1].

Demand

On behalf of Wexford Lane Holdings LLC, we demand that you pay [ADD: amount of unpaid rent] by [ADD: response deadline] using [ADD: payment instructions], or vacate the premises by that date.

If you do neither, our client may pursue its remedies through the courts.

Please direct any questions or communications about this matter to our office at [ADD: phone] or [ADD: email].

Required form and notice

[VERIFY: Michigan statutory form, required content, notice period and delivery method for a notice to pay rent or quit. This draft is not a legally sufficient eviction notice until checked]

[VERIFY: local tenant protection rules for the property's city or county]

[VERIFY: whether federal notice rules for covered or subsidized housing apply]

Sincerely,

Gregory A. Reese
Vandermolen Reese PC