



How to Write Your Rent Check

Follow the numbers on the sample check below. Make every rent check payable to **Property Shoppe, LLC**.

FRONT OF THE CHECK (SAMPLE)

JANE TENANT 1042
123 Example Street
Colorado Springs, CO 80900

1 DATE October 28, 2026

2 PAY TO THE ORDER OF Property Shoppe, LLC \$ 1,500.00 3

4 One thousand five hundred and 00/100 DOLLARS

YOUR BANK

5 MEMO Rent - 123 Example St - Nov 2026 Jane Tenant 6

⑆123456789⑆ 000123456789⑆ 1042

- 1 **Date:** write the date you write the check.
- 2 **Pay to the order of:** **Property Shoppe, LLC**, spelled exactly like this.
- 3 **Amount in numbers:** write it right next to the \$ sign.
- 4 **Amount in words:** spell out the amount, then draw a line through the empty space.
- 5 **Memo:** write "Rent," your rental's address and the month you're paying for.
- 6 **Signature:** sign on the **front** of the check, at the bottom right.

Do NOT sign or endorse the back of the check

Leave the back blank. The back is for Property Shoppe, LLC to endorse when we deposit it. A signature on the back can cause the bank to delay or reject the deposit.

BACK OF THE CHECK: LEAVE IT BLANK

ENDORSE HERE



DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

Tenants: don't write here.

Your signature goes on the front only.

- Use a pen with blue or black ink.
- Make sure the amount in numbers matches the amount in words.
- Don't leave blank spaces where something could be added.
- Write clearly so every line is easy to read.