# LATE RENT NOTICE

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# NOTICE

## NOTICE OF LATE RENT PAYMENT

**Date of Notice:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM:

**Landlord/Property Manager Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Company Name (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**City, State ZIP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO:

**Tenant(s) Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
All Occupants and Persons within the Premises

SUBJECT PROPERTY:

**Property Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Unit # (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_ **ZIP:** \_\_\_\_\_\_\_\_\_\_\_\_

**Pursuant to the Lease Agreement dated** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **between the above-referenced parties, this notice is hereby given for the following reason(s):**

**NOTICE OF LATE RENT:** As of the date of this notice, your rent in the amount of $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** was due on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and remains unpaid.

## PAYMENT DETAILS

**Base Monthly Rent: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Past Due Rent: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Late Fees ($**\_\_\_\_\_\_ **per day for** \_\_\_\_\_\_ **days): $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Other Charges (specify): $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**TOTAL AMOUNT DUE: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## PAYMENT INSTRUCTIONS

You are required to pay the full amount listed above by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [deadline date]. Payment should be made in the following manner:

**☐** In person at: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**☐** By mail to: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**☐** By electronic payment: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**Acceptable payment methods:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## CONSEQUENCES OF NON-PAYMENT

PLEASE BE ADVISED that if full payment is not received by the deadline specified above, further action may be taken, including:

**1.** Initiation of eviction proceedings  
**2.** Reporting to credit bureaus and tenant screening services  
**3.** Legal action to recover unpaid rent, late fees, court costs, and attorney's fees (where applicable by law)

This notice is being provided in accordance with the terms of your lease agreement and applicable state law. This notice does not constitute a waiver of any of Landlord's rights or remedies under the lease agreement or applicable law.

## PROOF OF SERVICE

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, declare under penalty of perjury that on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [date], I served this notice in the following manner:

**☐** By personally delivering a copy to the tenant(s)  
**☐** By leaving a copy with a person of suitable age and discretion at the premises  
**☐** By posting a copy in a conspicuous place on the premises  
**☐** By sending a copy through certified mail, return receipt requested  
**☐** Other method permitted by law: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Executed on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [date] at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [location]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title (Owner/Manager/Agent)

## LEGAL DISCLAIMER

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