LATE RENT NOTICE

Notice of past-due rent

Date of notice: _____ Rental property: _____

To (tenants): _____ From (landlord or agent): _____

Dear _____:

This notice is to let you know that the rent for _____ at _____, which was due on _____, has not been received in full as of the date of this notice. Grace period under the lease, if any: _____ days.

AMOUNT DUE

ITEM	AMOUNT
Rent for the period of _____	_____
Less partial payment received, if any	_____
Late fee under the lease, if any (lease section _____)	_____
Other amount due under the lease (describe): _____	_____
Total amount due	_____

HOW TO PAY

Please pay the total amount due of _____ by _____.

Payment methods and where to pay: _____ _____

If you have already sent this payment, thank you; please let me know the date and method so I can match it to your account. If you are having trouble paying, please contact me as soon as possible at _____ so we can talk about it.

Additional note: _____ _____

This notice is a reminder of the balance owed under your lease. If the balance is not paid, any further steps will be those allowed by the lease and by the law of the state where the property is located.

Sincerely,

_____ _____

Landlord or agent signature Date

Mailing address: _____

DELIVERY RECORD

This notice was delivered on _____ by (check one):

☐ Hand delivery to the tenant

☐ First-class mail

☐ Certified mail, return receipt requested (tracking no. _____)

☐ Email or other method allowed by the lease: _____

_____ _____

Person delivering signature Date

Made free at make.lease/forms/late-rent-notice