LATE RENT NOTICE

|  |  |
| --- | --- |
|  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*dd/mm/yyyy)* |
| From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Landlord’s name)* | To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Tenant’s name)* |
| **Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Landlord’s address)* | **Address of Rental Unit:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Tenant’s address)* |

Dear Tenant,

In accordance with your rental agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , you are obligated to pay rent for the use and occupancy of the rental unit indicated above.

This notice is to inform you that as of the date of this letter, your rent payment for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ has not yet been received. The rent payment owed is for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to  \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and was due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your rent in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ ( [   ] plus a “late rent” charge in the amount of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ as indicated in your rental agreement) **is due immediately.**

Please send the total amount due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If payment is not received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date)*, legal action to enforce your obligations under the rental agreement will be initiated.

If you have any questions regarding this matter, you may contact me at \_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_ (*email address)* and / or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*phone number)*.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Landlord’s signature)*