LATE RENT NOTICE

(check one) [ ] Rent payment reminder [ ] Notice of late rent [ ] Final notice of past-due rent

Date of this notice: _____

To (every tenant on the lease): _____.

From (landlord or agent): _____, mailing address for notices _____.

Rental premises (the "Premises"): _____, under the lease dated _____ (if any).

1. UNPAID RENT

The rent for the Premises was due on _____ and has not been paid in full. The monthly rent is $_____, and $_____ of the rent due on that date is still unpaid.

2. AMOUNT DUE

Unpaid rent: $_____

Late fee under section _____ of the lease: $_____ (check one) [ ] flat fee [ ] _____ percent of the rent [ ] $_____ per day for _____ days

Other charges under the lease (describe): _____: $_____

Total Due: $_____

Charge only the late fee your lease states, and check your state's rules first. Several states set a grace period before a late fee is allowed (for example 5 days in New York, 7 days in Colorado and 30 days in Massachusetts) or cap the fee (for example 5% of the monthly rent in Delaware and the lesser of $50 or 5% in New York).

3. PAYMENT

Please pay the Total Due on or before _____. The Landlord accepts payment by (check all that apply): [ ] personal check [ ] money order or cashier's check [ ] bank transfer [ ] online portal [ ] cash in person, with a written receipt. Where or how to pay: _____.

(check one) [ ] The Landlord will accept a partial payment, applied first to the unpaid rent; the balance stays due. [ ] The Landlord asks for the full Total Due.

If you cannot pay the full amount by that date, please contact the Landlord before then to discuss a payment arrangement. An arrangement binds the Landlord only if it is in writing and signed by the Landlord.

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4. NOT AN EVICTION NOTICE

This notice asks for payment. It does not end the tenancy, and it is not a notice to pay rent or quit. Before an eviction case for unpaid rent, most states require a separate written notice with its own deadline and wording.

Questions: contact the Landlord at _____.

5. CERTIFICATE OF DELIVERY

I delivered a copy of this notice to _____ on _____ at _____ (time) by (check one): [ ] hand delivery [ ] leaving it with an adult at the home and mailing a copy [ ] posting it and mailing a copy [ ] certified or registered mail [ ] first-class mail [ ] email under a written agreement.

Signature of person delivering: _____ Printed name: _____

SIGNATURES

Landlord or Landlord's Agent

Signature: _____ Date: _____

Printed Name: _____

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