NOTICE OF LATE RENT

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

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Details:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE:**

In accordance with the rent agreement ( the “Lease”) signed and dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the State of \_\_\_\_\_\_\_.

**YOU ARE HEREBY NOTIFIED** **THAT** your rent for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is **past due**. Accordingly, you owe the following amount and charges:

|  |  |
| --- | --- |
| **Rent** | **$** |
| **Late Fee** | **$** |
| **Total Amount** | **$** |

The Landlord or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Agent hereby require you to pay the amount and charges on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or quit the Lease and surrender the possession of the premises.

Payment should be made and delivered to me in person, in cash, or through payment instruments allowed under the terms of the lease, at the address specified by the lease agreement or at the address listed below.

Delivery Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOU ARE FURTHER NOTIFIED THAT** the Landlord may initiate legal actions against you if you fail to pay the total due amount or vacate the premises on the date specified above. Moreover, the Landlord will institute legal proceedings to recover rent and possession of said premises together with possible statutory damages as allowed by law.

For any questions, concerns, and additional information, do not hesitate to contact the Landlord or its Authorized Agent on the above-mentioned details.

**Landlord/Agent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, I served this notice to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by

☐ -delivering it personally to the person in possession.

☐ -delivering it on the premises to a member of his/her family or household or an employee of

suitable age and discretion with a request that it be delivered to the person in possession.

☐ -first-class mail addressed to the person in possession.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_