Late Rent Notice

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

A friendly reminder that rent is past due. This is NOT a notice to pay or quit and NOT an eviction notice. A notice that can end a tenancy for unpaid rent is set by state law, often with its own wording, notice period and delivery method; use your state's own form for that. Charge a late fee only if the signed lease sets one, and only within your state's limits.

PROPERTY AND RESIDENT

DATE OF THIS NOTICE (MM/DD/YYYY)

UNIT OR ROOM

PROPERTY ADDRESS

RESIDENT NAMES

WHAT IS PAST DUE

This is a friendly reminder that we have not yet received the payment below. If it is already on its way, thank you, and please let us know when and how it was sent so we can match it.

WHAT IT IS FOR	DUE DATE	AMOUNT	PAID SO FAR	STILL OWED
Rent for (month)				
Late fee under the lease				
Other charge				
Total still owed				

THE LATE FEE YOUR LEASE SETS

RENT IS DUE ON

GRACE PERIOD IN THE LEASE (DAYS)

RENT COUNTS AS LATE FROM (MM/DD/YYYY)

LATE FEE THE LEASE SETS

DAILY FEE AFTER THAT, IF ANY

LEASE SECTION OR PAGE

A late fee is charged only as your signed lease allows. Some states cap the amount of a late fee or require a minimum grace period before one can be charged; the figures above must fit within your state's rules. Paying the full balance stops any further fee the lease allows from building up.

HOW TO PAY

- ☐ Online, through your resident page or payment link
- ☐ In person, at the address below
- ☐ Check or money order, made out to the name below
- ☐ Another way the lease allows

MAKE PAYMENT OUT TO

PLEASE PAY BY (MM/DD/YYYY)

ADDRESS OR PAYMENT LINK

IF SOMETHING IS WRONG, OR YOU NEED TO TALK

If you believe you have already paid, or that an amount above is wrong, please contact us with the date and method of your payment. If you are having trouble paying, please contact us before the date above so we can talk about it. Any payment plan we agree to must be in writing to count.

LANDLORD OR MANAGER _____ PHONE _____ EMAIL _____

LANDLORD OR MANAGER SIGNATURE _____ PRINTED NAME _____ DATE (MM/DD/YYYY) _____

DELIVERY RECORD — COMPLETE ON THE DAY THE NOTICE IS GIVEN

- ☐ Hand delivered to the resident
- ☐ Posted on the door of the property
- ☐ Sent by mail (keep the receipt)
- ☐ Sent by email or another method the lease allows

DELIVERED ON (MM/DD/YYYY) _____ DELIVERED BY _____ DELIVERED TO _____

NOTES _____