FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

Late Rent Notice

FRIENDLY REMINDER OF UNPAID RENT

To (tenant names): _____

Property address and unit: _____

Our records show that the rent due on _____ has not been received in full. The grace period in your lease ended on _____ .

Rent due	$ _____
Late fee (per your lease)	$ _____
Other charges _____	$ _____
Amount received	- $ _____
Balance owed	**$** _____

Please pay the balance by _____

☐ Check ☐ Zelle ☐ Bank transfer ☐ Money order ☐ Online portal ☐ Other

Where to send payment: _____

If you already paid, thank you. Please let me know so I can update my records. If something has come up and you cannot pay in full, please contact me as soon as possible so we can talk about it.

Landlord signature: _____ **Date:** _____

Printed name: _____

DELIVERY RECORD (KEEP A COPY)

☐ Hand delivered ☐ First class mail ☐ Certified mail ☐ Posted on door ☐ Email (if allowed)

Date delivered: _____ **Delivered by:** _____

Instructions for the landlord

Keep this page. Do not send it to the tenant.

WHAT THIS NOTICE IS

This is a friendly reminder that rent is late. It is not a formal notice to pay or quit, and it does not start an eviction.

HOW TO FILL IT IN

- Type in the boxes on page 1, or print it and write by hand.
- Charge a late fee only if your lease allows it, and only after the grace period ends.
- Balance owed = rent due + late fee + other charges - amount received.
- Sign by hand, or add a signature in Adobe Reader or Mac Preview.

HOW TO DELIVER IT

- Hand it to the tenant, mail it, or post it on the door. Email or text works for a reminder.
- Tick the delivery method and date at the bottom of page 1.
- Keep a copy, and record the notice and every payment in your rent ledger.

IF THE RENT IS STILL NOT PAID

A formal notice has strict state rules on wording, timing and delivery. For example, California uses a 3 day notice to pay rent or quit, Florida a 3 day notice that does not count weekends or legal holidays, and New York a 14 day rent demand. Check your state before you serve one.

FREE GUIDES

Late fee limits by state: simplerentledger.com/late-fee-calculator/
Rent ledger template: simplerentledger.com/rent-ledger-template/