RENT PAYMENT PLAN AGREEMENT

Agreement to pay past due rent in installments

Date of this agreement: _____ **Landlord or manager:** _____

Tenant(s): _____

Rental address and unit: _____

Monthly rent is $ _____ , due on day _____ of each month.

1. The past due amount. The total past due today is $ _____ . It covers the following months and charges:

What it covers: _____

2. Payment schedule. The tenant will pay the past due amount in the payments below, in addition to the regular rent each month.

Payment	Due date	Amount ($)	Paid on (landlord fills in)	Receipt or method
1				
2				
3				
4				
5				
6				
Total				

The total of all payments should equal the past due amount in section 1.

3. Terms.

(a) The tenant will also pay each regular month's rent in full and on time while this plan is in effect.

(b) If any payment in this plan, or any regular rent, is not paid in full by its due date, this plan ends, the remaining balance is due, and the lease terms for unpaid rent apply, unless the landlord agrees otherwise in writing.

(c) This agreement does not change the lease or waive any of the landlord's rights under it, except as written here.

(d) The landlord will give a receipt for every payment and record each one on its own line in the rent ledger.

4. Late fees on plan payments. The box that applies is checked:

☐ No new late fees on plan payments made on time.

☐ A missed plan payment is charged a late fee as the lease and state law allow.

Other terms: _____

5. Signatures. Each person signing receives a copy of this agreement.

Landlord signature: _____ **Date:** _____

Printed name: _____

Tenant signature: _____ **Date:** _____

Printed name: _____

Second tenant signature: _____ **Date:** _____

Printed name: _____

Instructions for the landlord

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

BEFORE YOU SIGN

- Agree on a schedule the tenant can really keep, and write each payment date and amount in section 2.
- Make sure the payments add up to the past due total.
- If you already served a notice for unpaid rent or started an eviction, ask a local attorney before you accept any money. In some states, taking rent after a notice can affect it (for example Florida Statutes 83.56(5)(a); in California a tenant can raise waiver by acceptance of rent, CACI No. 4324).

AFTER YOU SIGN

- Give each signer a copy.
- Give a receipt for every payment and record it in your rent ledger.

FREE GUIDE

simplerentledger.com/rent-payment-plan-agreement/