Date of Reminder: (date)

From: (landlord name, address and telephone number)

To: (name every tenant listed on the lease)

Re: Late rental payment on (address of property)

Consider this notice that your rent has not been received as of the date of this notice. As it is stated in the Lease Agreement for the referenced property, your rent in the amount of (rent amount here) is due in full and a late payment charge as set out in your lease in the amount of(amount of late charge here) is due for a TOTAL AMOUNT DUE OF (total amount here).

Your current balance due is (total amount here). **THIS ENTIRE BALANCE MUST BE PAID IMMEDIATELY.**

This is a serious matter and your urgent attention is required. Failure to act promptly may lead to eviction proceedings. If eviction is sought, you may be responsible for additional charges, such as court and attorney’s fees and your credit rating could be affected.

IN THE EVENT YOU ELECT NOT TO PAY THE RENTAL AND LATE CHARGE AS SET OUT IN THIS NOTICE, CONSIDER THIS A NOTICE OF EVICTION.

Please contact us as soon as you receive this notice.

(Landlord signature here)