

**NOTICE OF DEFAULT IN PAYMENT OF RENT**  
**WARNING PRIOR TO DEMAND TO PAY OR TERMINATE**  
**NON-RESIDENTIAL LEASE**

TO: Tenant(s): \_\_\_\_\_ FROM: Landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Leased Premises: \_\_\_\_\_

This NOTICE is provided to you regarding the rental payments on the Leased Premises. According to my records, you have not made the rental payment for the month of \_\_\_\_\_. This WARNING is to provide you with written information about your rental payments and consequences of your failure to pay timely.

Pursuant to the lease to you, rental payments are due on the \_\_\_\_\_ day of each month. If the payment is not paid by the due date, the rental payment is not paid timely.

If the rental is not paid timely, your Landlord has the right to provide you with a Notice to Pay or Lease Terminates which provides that if you do not pay within the stated notice period, the lease may be terminated and you must vacate the property. Under Illinois law the notice to pay period is five (5) days.

The amount currently due is:

\$ _____	Rent for _____
\$ _____	Late Charges _____
\$ _____	Other _____
\$ _____	Other _____
\$ _____	Total (exclusive of future accruing costs)

Please pay this amount to me immediately. If you continue to fail to make rental payments timely, I will have no option but to provide a formal notice to pay or terminate.

Signed, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signed: \_\_\_\_\_  
Landlord/Lessor, or authorized agent

## PROOF OF DELIVERY

A copy of this Notice was delivered to Tenant:

- ☐ by hand
- ☐ by registered/certified mail at the above address, which is:
  - ☐ the place designated by Tenant for receipt of communications;
  - ☐ Tenant's last known place of residence;
- ☐ by posting prominently on the front door of the leased premises.

Notice delivered/mailed/posted by: Sign Name \_\_\_\_\_

Print Name \_\_\_\_\_

In his/her capacity as: ☐ Landlord/Lessor; ☐ Manager; ☐ Agent.

Notice delivered/mailed/posted on: [date] \_\_\_\_\_

SAMPLE DOCUMENT