

Late Rent Notice

A polite written notice telling a tenant rent is overdue, stating the amount owed, days late, and how to settle it.

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1. Tenant and property

Identifies who the notice is for and which tenancy it concerns.

2. Overdue amount

States the unpaid rent, the period it covers, and any late fee, in clear figures.

3. Original due date

Fixes when the payment should have arrived under the lease.

4. Payment deadline

Gives a specific date by which the arrears must be settled.

5. How to pay

Lists the account or method so the tenant cannot claim confusion.

6. Next steps

Explains factually what the lease provides if the arrears continue.

7. Date and signature

The landlord signs and dates the notice and keeps proof it was sent.

Signatures — A

Date: _____

Signatures — B

Date: _____

Witness signature

Date: _____

PREVIEW