# LATE RENT NOTICE

Date:

Dear Tenant,

This letter is to remind you that your rent is due and payable on the 1st day of each month, and late if paid after the 5th day of the month. To date, we have not received your full monthly rent payment.

Please understand that failure to pay rent is the most frequent cause for tenants to lose their housing, and we are concerned about the balance due from you.

Presently, you have an amount due of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please pay this amount immediately. If you need assistance, please visit with our staff in the Support Services offices, or with the building manager immediately to see if you are eligible for a payment plan. If you are not eligible, you may still qualify for outside assistance that may ensure your timely rent payment.

Sincerely,

Building Manager