

## **NOTICE OF FAILURE TO PAY RENT**

To:

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

Cc: Tenant Services  
Tenant File

**FINAL NOTICE OF FAILURE TO PAY RENT  
PRIOR TO LEGAL ACTION**

To:

Date:

Dear Tenant:

This letter is to inform you that you have failed to pay rent in a timely manner for the unit you rent from our organization. Continued failure to pay the rent due or arrange for a payment plan (if eligible) will cause the organization to pursue legal action to reclaim possession of the rental unit.

We urge you to visit immediately with the Support Services staff and the building manager to arrange for a payment plan or to seek guidance in identifying agencies that may assist you with your rent payment.

If you fail to comply with rent payment requirements, the next notice you receive from us will be a 3-Day Notice to Pay Rent or Quit, and failure to comply with that notice will result in immediate legal action to terminate your tenancy.

Please contact your building manager or Support Services staff immediately to resolve this issue.

Sincerely,

Building Manager

Cc:     Tenant Services  
       Tenant File

### Sample Three Day Notice to Pay Rent or Quit

This document notifies the tenant that the owner intends to file a summons and complaint if tenant does not pay overdue rent within three days. Note that the format and time limitations for this notice will vary from jurisdiction to jurisdiction. All supportive housing providers should work with their attorneys to create legal notices. While this notice can be used to start a legal process, it does not do so automatically. If tenant comes forward with a payment plan at this point, it can still be accepted and owner will avoid court costs and the loss of a tenant.

### THREE DAY NOTICE TO PAY RENT OR QUIT

TO: \_\_\_\_\_, and to all other persons and occupants in possession:

YOU ARE HEREBY NOTIFIED that rent is now due and payable on the premises held and occupied by you, being those premises situated in the City and County of \_\_\_\_\_, State of \_\_\_\_\_, commonly known as [insert address of property, # \_\_\_\_\_].

Your account is delinquent in the amount of \$\_\_\_\_\_ being the rent for the periods:

FROM	THROUGH	AMOUNT
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**YOU ARE HEREBY** required to pay said rent in full within three (3) days or remove and deliver up possession of the above-mentioned premises, or legal proceedings will be instituted against you to recover possession of said premises, to declare forfeiture of the lease or rental agreement under which you occupy said premises, and to recover rents and damages together with court costs and attorney's fees.

**AS REQUIRED** by law, you are hereby notified that a negative credit report reflecting on your credit history may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

**PAYMENTS** must be made to Owner/Agent at the following address: [insert address of property], Manager's Office, City, State, Zip code.

The telephone number for the above address is [insert phone # of Mgr.'s office].

**PAYMENTS MADE IN PERSON** may be delivered to Owner/Agent between the hours of 9:00 AM and 5:00 PM on the following days of the week: Monday through Friday.

**ADVICE** regarding this notice is available from [Insert name of agency able to assist tenant.]

**THIS NOTICE COMPLIES** with City Administrative Code [citation] in that the tenants have failed to pay the rent to which the landlord is lawfully entitled under the rental agreement between the tenants and the landlord.

DATED: \_\_\_\_\_

\_\_\_\_\_  
[insert building manager name]  
Property Manager or Owner  
[insert Landlord organization name],