**LATE RENT NOTICE**

(Date)

(Property)  
  
Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Your rent was not received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (owner/property manager) by 5:00 p.m. on the fifth day of the month in accordance with Virginia Code.

Please bring in rent as soon as possible plus a 10% Late Fee. Always use an envelope made out to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you haven’t delivered rent to us on or before the 5th of the month,   
a $\_\_\_\_\_\_\_\_\_\_ late fee is due immediately, by check or money order.

Sincerely,

Realtor’s Name

Classic Realty