**LATE RENT NOTICE**

**(Date)**

Subject: Notice to Tenant of Rent Arrears **(Overdue Rent)**

Dear **(Tenant(s) name)**

This letter is to confirm that as of the date of this letter, you owe $ **(amount)** in rent arrears for the period **(period of rent arrears)**. Non or incomplete/partial payment of rent is a breach of your Tenancy Agreement. It is also a breach of **(Name of Association / Co-operative / Company & Address)** Rules and Bylaws.

In accordance with our rent arrears bylaw, you are now required to pay the full amount immediately. Failure to address your rent arrears within the current period will result in a Form 2 being issued, notice by the landlord to tenant to remedy a breach of a tenancy agreement/notice of termination.

Should there be extenuating circumstances for your arrears you can contact **(name of organisation)** and request a written agreement be entered into for re-payment of the arrears over longer period. Failure to do so within the current rental period will result in a Form 2 being issued.

Failure to address your rent arrears by:

* paying in full immediately
* making a satisfactory arrangement **(within the current rental period)** to pay in instalments
* making an instalment arrangement, then breaking it,

will result in **(Name of Association / Co-operative / Company)** commencing steps to terminate your tenancy (sending you a Form 2).Please can you contact me on (**phone number)** if you require further information. **(Name of Association / Co-operative / Company)** looks forward to resolving this matter as soon as possible.

Sincerely

 **(Your name)**