# THREE DAY LATE RENT NOTICE

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

**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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***insert building manager name***