**Courtesy Late Rent Notice**

Dear Tenant: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This is a courtesy notice that we have not yet received your rent payment for this month. As a reminder, rent is always due on the 1st of every month and considered late if not received by the 5th of the month. Please be sure your full payment is paid no later than 5:00pm today to avoid eviction proceedings.

**Balances Owed**

Rent for the month of \_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Late Fee in accordance with Lease Agreement $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other amounts owed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you believe you have received this notice in error, or you cannot make your payment by 5:00pm today, please contact us at (\_\_\_) \_\_\_\_-\_\_\_\_\_ as soon as possible to discuss your plans. Communication is extremely important. We are looking forward to hearing from you.

Sincerely,

Management