

**NOTICE OF CHARGES DUE**  
Other than Monthly Rent Payment

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

You are a Tenant under a rental or lease agreement dated \_\_\_\_\_, entered into by \_\_\_\_\_, as the Tenant, and \_\_\_\_\_, as the Landlord, regarding the premises described as \_\_\_\_\_

1. The following amounts are due for the month of \_\_\_\_\_, 20\_\_\_\_\_:
- Late charges in the amount of . . . . . \$ \_\_\_\_\_
  - Returned check fee due in the amount of . . . . . \$ \_\_\_\_\_
  - Common area maintenance charges (CAMs) in the amount of . . . . . \$ \_\_\_\_\_
  - Advances for hazard insurance premiums in the amount of . . . . . \$ \_\_\_\_\_
  - Advances for property taxes in the amount of . . . . . \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_

2. The amounts now due are payable to landlord:
- within 10 days of the date of this notice;
  - with the rent due for the following month; or
  - on or before \_\_\_\_\_, 20\_\_\_\_\_.

3. If you fail to pay the amounts due, Landlord reserves all legal remedies including the following:
- 3.1 Serve on you a Three-Day Notice to Pay or Quit [California Code of Civil Procedure §1161(2)];
  - 3.2 File an action for money;
  - 3.3 Deduct the amount of unpaid late charges and returned check fees from your security deposit. [California Civil Code §§1950.5(b)(1), 1950.7(c)]

**This statement is true and correct.**

Landlord: \_\_\_\_\_

Agent: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_