



# Past Due Rent Letter

*(To be completed by landlord)*

\_\_\_\_\_ Date

\_\_\_\_\_ Renter's name

\_\_\_\_\_ Renter's address

\_\_\_\_\_ Renter's phone number

\_\_\_\_\_ Renter's signature

**Dear** \_\_\_\_\_ ,

**You are delinquent on your rent payment for the month /months of** \_\_\_\_\_

**at the rate of** \_\_\_\_\_ **per month,**

**for a total of \$** \_\_\_\_\_ **past due.**

**To avoid eviction or further action, please pay this amount immediately.**

\_\_\_\_\_ Landlord's name (print)

\_\_\_\_\_ check made out to :

\_\_\_\_\_ Landlord's signature

\_\_\_\_\_ mailing address

\_\_\_\_\_ Landlord's phone number

W-9 enclosed

\_\_\_\_\_ Property owner (if different from landlord)