

**Provide is an example Late Rent Notice where a partial rent payment is utilized.  
Copy & Paste into your own Word Processor document and change as needed.**

**Late Rent Notice – MONTH YEAR**

[DATE]

As stated in the lease agreement for [RENTAL PROPERTY ADDRESS], any rent payment not paid in full within 3 days of the 1<sup>st</sup> of each month shall incur a late fee of \$45.

Rent Payment:        \$[FILL IN AMOUNT]  
Late Fee:                \$[FILL IN AMOUNT]  
**Total Payment:**     **\$[FILL IN DATE] (After [DATE])**

It is agreed upon by [LANDLORD NAME] (Landlord) and [TENANT NAME] (Tenant) that the Tenant is making a partial rent payment for MONTH YEAR on the following dates:

[DATE #1] - \$ [PARTIAL RENT AMOUNT] (partial rent payment)  
[DATE #1] - \$ [PARTIAL RENT + LATE FEE] (remainder of rent + late fee)

If the rent & late fee is not paid in full on [DATE], the Landlord has the right to start the EVICTION PROCESS and LEGAL PROCEEDINGS can be instituted against you to declare forfeiture of the Lease or Rental Agreement and to recover all rents due and damages, together with court costs, legal and attorney fees, according to the terms of your Lease or Rental Agreement.

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Tenant

If you have any additional questions, please contact me at [PHONE #].