

Late Payment Letter

Date

Tenants' Name

Address

City & State

Dear _____:

In the past, we have accepted your late payment of rent along with late charges. Please be advised that we will no longer be able to accept your rent later than 5:00 p.m. on the 1st day of each month.

If your rent payment is not received by 5:00 p.m. on the 1st of the month, we will proceed with eviction.

This letter is also to inform you that your rent will not be accepted for the month of _____ until your present \$_____ balance is paid in full.

_____ is exercising its option to demand payment by money order or cashier's check. Personal checks will not be accepted.

Your prompt attention to these matters will be greatly appreciated.

Sincerely,

Landlord

Address & phone

Cc: Tenant file

Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants and landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide its readers with information and guidance, and is not intended to be legal advice. WE ARE NOT ATTORNEYS. If you need legal advice, please seek the aid of an attorney.