

---

# Late Rent Notice Kit

Four documents for every stage of late rent, from a friendly reminder to a signed payment plan.

## The late-rent path, in order

1

### Friendly reminder

Send when rent is late but before a late fee applies. Polite and short. Most late rent is a forgotten transfer.

2

### Late rent notice

Send once your lease's grace period has passed. It itemizes rent, any late fee your lease allows, payments received and the total due.

3

### Payment plan agreement

If the tenant can't pay in full, put the plan in writing and both sign it. Regular rent stays due as normal.

4

### Formal notice (not included)

If rent still isn't paid, most states require a specific written notice before you can file for eviction, for example Illinois's 5-day notice (735 ILCS 5/9-209). Those notices have strict wording and delivery rules, so use your state or county's official form or talk to a local landlord attorney.

## Before you send anything

- ✓ Fill in every blank, and cross out any line that doesn't apply.
- ✓ Charge only the late fee your lease allows and your state and city permit. Some cities cap late fees.
- ✓ Attach a statement from your rent ledger so the numbers are easy to check.
- ✓ Send the same letters on the same schedule to every tenant. Consistency protects you and treats tenants fairly.
- ✓ Keep a copy of everything and note how and when it was delivered on the Delivery Log.
- ✓ Stay factual and polite. No threats, no lockouts, no shutting off utilities.

## Want the reminders to go out on their own?

Landlord's Desk runs this same path for you: a friendly reminder, an overdue reminder, a payment plan and a notice ready when you need it. You approve anything with a fee or a deadline.

[Join the founding waitlist at landlordsdesk.com](https://landlordsdesk.com)

These templates are provided as-is and are not legal advice. Landlord-tenant rules vary by state and city; check the rules where your property is, or talk to a local attorney.

Your name or company \_\_\_\_\_

Mailing address \_\_\_\_\_ · Phone \_\_\_\_\_ · Email \_\_\_\_\_

---

Date \_\_\_\_\_

Tenant name(s) \_\_\_\_\_

Rental address, unit \_\_\_\_\_

## Friendly reminder: \_\_\_\_\_ rent

Hi \_\_\_\_\_,

This is a quick reminder that rent of \$ \_\_\_\_\_ for \_\_\_\_\_ was due on \_\_\_\_\_, and I haven't received it as of today. If you've already sent it, thank you, and please ignore this note.

You can pay by \_\_\_\_\_.

Under your lease, a late fee of \$ \_\_\_\_\_ applies if rent isn't received by \_\_\_\_\_. Paying before then avoids the fee.

If something has come up, please call or text me at \_\_\_\_\_. I'd rather talk now and work something out.

Thank you,

Your name \_\_\_\_\_

Phone \_\_\_\_\_ · Email \_\_\_\_\_

Your name or company \_\_\_\_\_

Mailing address \_\_\_\_\_ · Phone \_\_\_\_\_ · Email \_\_\_\_\_

# Late Rent Notice

Notice of past-due rent

Date \_\_\_\_\_

To \_\_\_\_\_

Rental address \_\_\_\_\_

Lease dated \_\_\_\_\_

Our records show the following balance is past due on your account as of \_\_\_\_\_:

| Description                                    | Amount          |
|------------------------------------------------|-----------------|
| Rent for _____                                 | \$ _____        |
| Late fee, as set in your lease (section _____) | \$ _____        |
| Other charges: _____                           | \$ _____        |
| Payments received since _____                  | – \$ _____      |
| <b>Total balance due</b>                       | <b>\$ _____</b> |

Please pay the total balance by \_\_\_\_\_ using any of these options:

- ☐ Online: \_\_\_\_\_
- ☐ Zelle or bank transfer: \_\_\_\_\_
- ☐ Check or money order payable to \_\_\_\_\_, delivered to \_\_\_\_\_

A copy of your account ledger is attached. If you believe this balance is wrong, or you'd like to discuss a payment plan, contact me at \_\_\_\_\_ or \_\_\_\_\_ by \_\_\_\_\_.

This letter is a notice of past-due rent. It is not a notice to end your tenancy. Your lease remains in effect.

\_\_\_\_\_  
Landlord or agent name, signature

\_\_\_\_\_  
Title, for example owner or property manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Delivery record (keep with your copy)

Delivered on \_\_\_\_\_ by ☐ hand ☐ mail ☐ certified mail ☐ email ☐ other: \_\_\_\_\_

Your name or company \_\_\_\_\_

Mailing address \_\_\_\_\_ · Phone \_\_\_\_\_ · Email \_\_\_\_\_

# Payment Plan Agreement

For a past-due rent balance

Tenant(s) \_\_\_\_\_

Landlord \_\_\_\_\_

Rental address \_\_\_\_\_

Lease dated \_\_\_\_\_

Past-due balance \$ \_\_\_\_\_ as of \_\_\_\_\_

The tenant agrees to pay the past-due balance in the installments below. These payments are in addition to regular monthly rent, which stays due on the usual date.

| # | Due date     | Amount          | Paid on (landlord use) |
|---|--------------|-----------------|------------------------|
| 1 | _____        | \$ _____        |                        |
| 2 | _____        | \$ _____        |                        |
| 3 | _____        | \$ _____        |                        |
| 4 | _____        | \$ _____        |                        |
|   | <b>Total</b> | <b>\$ _____</b> |                        |

## Terms

1. Installments are paid by \_\_\_\_\_.
2. Late fees on the past-due balance: \_\_\_\_\_.
3. If an installment is more than \_\_\_\_\_ days late, \_\_\_\_\_.
4. This agreement does not change any other term of the lease.

\_\_\_\_\_  
Tenant name, tenant

\_\_\_\_\_  
Landlord or agent name, landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Delivery and Contact Log

Record every reminder, notice, call and reply. If there's ever a dispute, this is your timeline.

| Date | Tenant / unit | What was sent or discussed | How | By | Response / notes |
|------|---------------|----------------------------|-----|----|------------------|
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |
|      |               |                            |     |    |                  |

How: hand, mail, certified mail, email, text, phone, posted. Check your lease and local law for which delivery methods count for formal notices.