

LATE FEE NOTICE

TO: _____ DATE: _____

YOU ARE HEREBY NOTIFIED THAT A LATE FEE AMOUNT HAS BEEN INCURRED UNDER THE TERMS OF YOUR LEASE. THE LATE FEE AMOUNT IS JUSTIFIED BECAUSE YOU HAVE NOT TIMELY PAID YOUR RENT IN FULL RESULTING IN ADDITIONAL RENT COLLECTION EFFORTS BY MANAGEMENT STAFF.

THE LATE FEE AMOUNT INCURRED AS OF THE DATE OF THIS NOTICE IS \$_____.

THE LATE FEE AMOUNT IS DETERMINED IN ACCORDANCE WITH THE RENT PARAGRAPH OF YOUR LEASE WHICH STATES:

“ _____ ”

INSERT THE WORDING IN THE LEASE THAT SPECIFIES THE AMOUNT OF THE LATE FEES

Owner/Agent Signature and Printed Name

Company Name

Company Address

Telephone Number

CERTIFICATE OF SERVICE

I hereby certify that a copy of the above notice was:

_____ Delivered to _____ by hand

_____ Posted on the FRONT DOOR of the premises (Manager takes time stamped photograph)

_____ Sent via email to the Tenant's email address listed on the lease.

_____ By Certified Mail

on _____, 20_____, By: _____