

Notice to Vacate

(Date)

(Tenant Name) (Tenant Address)

Dear (tenant name),

According to our lease agreement, rent is due by the 1st day of each month.

To date you have an overdue balance of (\$ amount). The following invoices are due:

(list past due rent, late charges and other fees, dates and \$ amount)

If you have already sent your payment, thank you and please disregard the next two paragraphs.

Otherwise, please regard this letter as written notice that you must pay (\$ amount) within 5 days or vacate your house or apartment.

If you do not pay, a Landlord & Tenant Complaint will be filed against you in District Court. Be aware that you will owe court fees and other charges as a result of a judgment against you. The judgment will be recorded on your credit report and will be sent to a collection agency, your wages may be garnished and your personal property can be seized and sold to pay your debt. If you do not appear at the hearing, a judgment for possession and costs, and for damages and rent claimed, may be nevertheless be entered against you. (this will vary depending on your area's legal system) Per our lease agreement, a \$200 surcharge for filing the complaint may also be added to the amount you owe.

This will be the only notice you receive prior to filing the complaint.

We highly value your tenancy and hope to gain your cooperation in paying your rent by the 1st of each month. Please call me at the number above if you have any questions. Thank you for your prompt attention to this matter.

Sincerely,