

OVERDUE PAYMENT NOTICE

Property Management Co.
123 Management Way
City, State, Zip

INVOICE #

DATE ISSUED

TENANT INFORMATION

PROPERTY ADDRESS

Unit:

Description	Due Date	Original Amount	Late Fees	Balance Due
Rent - [Month/Year]		\$ 0.00	\$ 0.00	\$ 0.00
Rent - [Month/Year]		\$ 0.00	\$ 0.00	\$ 0.00
Utility Recovery		\$ 0.00	\$ 0.00	\$ 0.00

Subtotal: \$

Additional Penalties: \$

Total Overdue Balance: \$ _____

Payment Instructions: Please remit payment immediately to avoid further legal action or eviction proceedings. Checks should be made payable to the Property Management Co. listed above.

If payment has already been sent, please disregard this notice.