

OVERDUE PAYMENT NOTICE
[Housing Authority/University Name]

Invoice #: [000000]
Date Issued: [MM/DD/YYYY]

FINAL NOTICE: OVERDUE ACCOUNT

STUDENT INFORMATION

[Student Name]
Student ID: [ID Number]
Unit: [Building/Room Number]
[Phone/Email]
PAYMENT STATUS

Original Due Date: [MM/DD/YYYY]
Days Overdue: [Number]
Account Status: [Arrears/Delinquent]

Description	Period	Amount
Housing Rent / Dormitory Fee	[MM/DD] - [MM/DD]	\$0.00
Late Payment Penalty	-	\$0.00
Administrative Processing Fee	-	\$0.00
Utility Surcharge (if applicable)	[Month]	\$0.00
Subtotal: \$0.00		
Interest: \$0.00		
Total Due: \$0.00		

INSTRUCTIONS & COMPLIANCE

Please remit payment immediately to avoid further penalties or potential housing contract termination. Payments can be made via the Student Portal or at the Bursar's Office.

For payment plan inquiries, contact the Housing Finance Department at [Phone Number] or [Email Address].