

FIRST NOTICE OF DEFAULT AND NOTICE OF LIEN

Date: [Current Date]

To: [Tenant Name]

Address: [Tenant Address]

City, State, Zip: [City, State, Zip]

Re: Storage Unit #[Unit Number]

Dear [Tenant Name],

This letter serves as formal notice that your rent for storage unit #[Unit Number] is past due. According to our records, your account is in default as of [Date of Default].

The total amount currently due is: **#[Amount Due]**

This balance includes the following:

- Past Due Rent: #[Amount]
- Late Fees: #[Amount]
- Other Charges: #[Amount]

Please be advised that pursuant to the terms of your rental agreement and state law, a lien has been placed against the contents of your storage unit. Your access to the unit has been restricted until the balance is paid in full.

To avoid further late fees or the potential public sale of your property to satisfy the lien, please submit payment by [Due Date].

You may pay your balance by [Payment Methods: e.g., online portal, mail, or in person].

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your account, please contact us immediately at [Phone Number].

Sincerely,

[Management Name/Property Name]

[Address]

[Phone Number]