

NOTICE TO PAY RENT OR QUIT

Date: [Date of Notice]

To Tenant(s): [Tenant Names]

Address: [Property Address]

Unit Number: [Unit Number, if applicable]

PLEASE TAKE NOTICE that you are currently in default of your lease agreement for the premises described above because you have failed to pay rent.

As of today, you owe the following amount:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **TOTAL DUE: \$[Total Amount]**

WITHIN [Number of Days, e.g., 3 or 5] DAYS after service of this notice, you are required to pay the total amount due in full or vacate the premises.

Payment should be made to: [Landlord/Manager Name]

Payment Location: [Address where rent is accepted]

If you fail to pay the full amount or move out by the deadline stated above, legal proceedings will be instituted against you to recover possession of the premises, to recover the rent due, and to seek damages and legal costs.

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]

[Phone Number]