

Appendix B: Late Rent Notice

BALANCE DUE NOTIFICATION

Date: 1/1/20

From: Property Manager
Property Name
Property Address
Property City, State, Zip

To: Resident Name
Resident Address
Resident City, State, Zip
Bldg: #
Apt: #

To all Resident(s) in possession, including:
Resident Name
Resident Address
Resident City, State, Zip

Dear Resident(s):

As you are aware, your rent was due on <DATE> and as of this date we have not received your payment. Your current outstanding balance due is _____. If you are experiencing financial hardship and having difficulty paying your rent, Management has several options to assist you:

1. **INTERIM RECERTIFICATION:** If you receive Project Based Section 8 subsidy and you've experienced a loss or decrease in income, Management can retroactively change your rent to the 1st of the month following the action that resulted in loss of income, up to 11 months prior. If you hold a Section 8 voucher, please contact your Housing Authority to request an interim recertification.
 2. **RENTAL ASSISTANCE:** Management can help determine eligibility and assist you in filling out an application for rental assistance.
 3. **REPRESENTATIVE PAYEE:** Management may offer to connect you with an agency that assists in making rent payments on behalf of residents each month, using your personal funds deposited into a checking account controlled by both Representative Payee and Resident.
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4. **PAYMENT PLANS:** Management can enter in to a reasonable and good faith payment agreement with you based on your household's current financial situation.

Please submit your rent payment immediately either in person, via mail or through the online resident portal or call the Management office at <TELEPHONE>, to discuss the rent assistance options above.

Sincerely,

Name, Property Manager / Agent for Owner
