

## Delinquent Balance Letter

\_\_\_\_\_  
Date

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

RE: Delinquent Balance  
(cannot be used for current rent amounts)

Dear \_\_\_\_\_:

According to our records, your account is delinquent in the amount of \$\_\_\_\_\_. This balance is due to the non-payment of:

\_\_\_\_\_ Security Deposit Payment  
\_\_\_\_\_ Utility Charges  
\_\_\_\_\_ Maintenance and Repair Charges  
\_\_\_\_\_ Pet Deposit Payment  
\_\_\_\_\_ Late Charges  
\_\_\_\_\_ Non-Sufficient Funds Charge  
\_\_\_\_\_ Balance Due on Prior Rent Payment  
\$\_\_\_\_\_ **TOTAL** (this amount should equal amount above)

To bring your account current and maintain your rental record in good standing, please make arrangements to pay the above balance.

Let this serve as notice that failure to comply shall henceforth constitute "other good cause" as a basis for non-renewal of your occupancy.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

On-Site Manager