**RENT DUE NOTICE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

*Insert all leaseholder names*

*Street Address*, Apt. Number \_\_\_\_

*City*, Colorado *Zip Code*

**RE: Your balance due and continued obligation to pay your rent on time.**

Dear *Insert all leaseholder names*:

You are currently in default of your obligation concerning the payment of rent and other sums due under the terms of your lease as follows:

**PREVIOUS BALANCE DUE UNDER LEASE (if applicable): $ \_\_\_\_\_\_\_\_\_\_\_**

**TOTAL RENT DUE UNDER LEASE FOR \_\_\_\_\_\_\_\_\_\_ 1, 2020 $ \_\_\_\_\_\_\_\_\_\_\_**

**UTILITIES $ \_\_\_\_\_\_\_\_\_\_\_**

**OTHER AMOUNTS DUE (*Describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*: $ \_\_\_\_\_\_\_\_\_\_\_**

**TOTAL DUE: $ \_\_\_\_\_\_\_\_\_\_\_**

We encourage you to make prompt payment. If you require payment arrangement or have any questions, please contact us at: *insert how you want the resident to contact you*.

Sincerely,

*Insert Landlord Name*