

Before You Send: Late Rent Notice Checklist

Six checks that keep a reminder from becoming a liability

Run this list before you send the late rent notice, and keep it with the document. It pairs with the Late Rent Notice form. Full guide: clearlegaltips.com/late-rent-notice-template/

CHECK THE LEASE

- ☐ The lease has a late-fee clause, and you can point to its section or paragraph number
- ☐ The fee you plan to charge matches what the lease actually says
- ☐ The notice sticks to overdue rent only, with no conduct complaints mixed in

CHECK THE STATE RULE

- ☐ Your state's grace period has actually closed before you add a fee (e.g., New York and Delaware: 5 days; Maine: 15; Massachusetts: 30)
- ☐ The fee is at or under your state's cap (e.g., Maine 4%, Delaware and Nevada 5%, Texas up to 12% for small buildings)
- ☐ If your state is not listed in the table, its landlord-tenant act is checked before charging

VERIFY THE NUMBERS

- ☐ The amount past due matches your records and any receipts already issued
- ☐ Partial payments are documented with a balance-remaining line
- ☐ The total (rent plus any lawful fee) and the pay-by date are both on the notice

DELIVER AND FOLLOW UP

- ☐ The delivery method leaves proof: certified mail, a mailing certificate, or a dated hand delivery
- ☐ A copy of the notice and the delivery record is saved
- ☐ The follow-up date is on your calendar
- ☐ A pay-or-quit notice is ready in case the deadline passes unpaid

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. The value of a late rent notice lives in three habits: charging a fee only where the lease and the state both allow it, waiting out the grace period, and delivering with proof you can show later. If the rent stays unpaid, escalate in order, pay-or-quit and then a court filing, and never resort to lockouts or utility shutoffs. The full guide, the state table, and official sources are at clearlegaltips.com/late-rent-notice-template/