

# Late Rent Notice

**A fillable reminder for overdue rent, with the late-fee-per-lease line and a delivery record, plus a short state-rules note**

Use this notice when rent is past due and you want a documented, professional reminder before anything formal. Fill the rent-due date and the amount past due, add a late fee only if your lease allows one and your state's grace period has closed, and cite the lease paragraph the fee comes from. Deliver it by a method that leaves proof, and keep a copy. Full walkthrough, the state grace-period and late-fee table, and official sources: [clearlegaltips.com/late-rent-notice-template/](https://clearlegaltips.com/late-rent-notice-template/)

## NOTICE OF LATE RENT

### 1. Notice Details

Date of this notice: \_\_\_\_\_

To (tenant name(s)): \_\_\_\_\_

Property address, including unit: \_\_\_\_\_

From (landlord / agent name, phone, email): \_\_\_\_\_

### 2. The Overdue Rent

Rent was due on (date from the lease): \_\_\_\_\_

Rent amount past due (\$): \_\_\_\_\_

Late fee under the lease, Section/paragraph \_\_\_\_ (\$, if any): \_\_\_\_\_

Total now due (\$, rent plus any lawful late fee): \_\_\_\_\_

Please pay by (specific calendar date): \_\_\_\_\_

### 3. How To Pay

Accepted payment methods (online portal / check to address / money order / other): \_\_\_\_\_

If the tenant has already paid, or there is a payment problem, invite them to contact you so it can be sorted out. This notice is a reminder and a request for the overdue rent only; keep conduct issues on their own notice.

### 4. Delivery (check the method used)

- ☐ Emailed or texted to the tenant (first, informal reminder)
- ☐ Hand-delivered on the date noted above
- ☐ Certified mail with a dated delivery record
- ☐ Regular mail with a certificate of mailing

### 5. Signature

Signature of landlord / agent, and date

sent: \_\_\_\_\_

## GRACE PERIODS AND LATE-FEE CAPS (VERIFIED JULY 2026)

| State          | Earliest a late fee can start                               | Late-fee cap                                                                                |
|----------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Texas          | After rent stays unpaid two full days past due              | Up to 12% of rent (4 units or fewer) or 10% (more than 4); fee must be in the written lease |
| Maine          | Rent not late until 15 days after due                       | 4% of one month's rent                                                                      |
| Massachusetts  | No penalty until 30 days after due                          | No percentage cap, but no penalty of any kind before day 30                                 |
| New York       | Not within 5 days of the due date                           | \$50 or 5% of monthly rent, whichever is less                                               |
| Delaware       | Not within 5 days of the agreed payment time                | 5% of the monthly rent                                                                      |
| North Carolina | Only if payment is 5 or more days late                      | \$15 or 5% of monthly rent, whichever is greater                                            |
| Nevada         | Statute sets no specific waiting period; the lease controls | 5% of the periodic rent                                                                     |
| Oregon         | Not until rent is unpaid on the 4th day of the period       | 5% of the periodic rent, once per succeeding 5-day period                                   |
| Connecticut    | 9-day grace (4 days for week-to-week)                       | Lesser of \$5/day up to \$50, or 5% of the delinquent payment                               |

### INSTRUCTIONS FOR USE

This form is general information, not legal advice. A late fee is only safely chargeable if it is written into the lease and the state's grace period has closed; states with no listed rule are governed by their own landlord-tenant act, so check yours. Keep this notice about the overdue rent alone, deliver it by a method that leaves proof, and save a copy. If the rent stays unpaid, the next step is usually a formal pay-or-quit notice, then a court eviction, never a lockout or a utility shutoff. Full guide and official sources: [clearlegaltips.com/late-rent-notice-template/](https://clearlegaltips.com/late-rent-notice-template/)