**Moorhead Public Housing Agency**

**800 Second Avenue North**

**Moorhead, MN  56560**

**Phone: (218)299-5458**

DATE

NAME

ADDRESS

Unit #: P -XXX-XXXX-XX

# RE:  SECOND NOTICE OF RENT DUE

**Amount Due   $X**

Dear Tenant,

Please be advised that your account is not paid in full as of today’s date.  This is the second notice we have issued you for this calendar month. Currently, account records indicate that you have an outstanding balance of **$X**.

If you have had a change in income, are having trouble paying your rent, or have any questions regarding your account please contact our office immediately at the number above.

You are legally obligated to pay rent and pay it in a timely manner according to the terms of your lease agreement. Failure to pay rent will result in a lease termination and notice to vacate at a later date. If you continue to occupy the unit after cancellation of your lease, the Moorhead Public Housing Agency will commence eviction proceedings against you and you may be required to pay court costs and attorney fees. You will also remain liable for all rent and charges owed to MPHA.

Sincerely,

Robin Brekke

Office Specialist