**Property Name**

April 7, 2020

 **MAILED**

Resident Name

Address

***Re: Notice of Late Rent (During COVID-19 policy adjustments)***

Dear \_

Please be advised that this is a notice of late rent for the month of April 2020. Please pay the full amount due (**no partial payments will be accepted unless an approved repayment agreement has been agreed to and signed by management**) no later than 9 am. Wednesday, April 13, 2020. **Further action will be taken to collect the rent and other fees due should you not pay the full amount as listed below.**

**\*\*\*\* Continual late pays can interfere with your continued residency\*\*\***

**Any rents paid after the 15th of the month have to be in the form of a cashier’s check or money order only.**

**No personal checks will be accepted after the 15th.**

The amount due consists of the following charges:

|  |  |
| --- | --- |
| Rent | $ 920.00 |
| Late Fees | $ 50.00 |
| Other:  | $  |
|  |  |
| **Total Due:** | $970.00 |

Late fees will be waived with an approved payment arrangement.

Should you fail to complete an approved payment arrangement and you fail to pay all charges due by the date listed above, it will be necessary to file an Eviction Action to recover the premises for non-payment as soon as any eviction moratoriums are lifted. You may present a defense, if you have any, to the court at that time. Also, as stated in your lease, if a court action is required, you will be asked to pay the filing fees (currently $ **300.00,)** plus Sheriff’s service charges).

Please make arrangements to pay your rent and any other charges due immediately. If you wish to discuss this letter, please contact me at PROPERTY PHONE NUMBER during business hours.

Feel free to contact me with any questions at the phone number listed below during normal business hours.

Sincerely,

|  |
| --- |
| **IMPORTANT INFORMATION**The Carver County CDA provides free interpreter services, upon request. |
| **معلومات مهمة** **تقدم** Carver County CDA **خدمات الترجمة الشفوية مجانا, عند الطلب.**  |
| **COV LUS QHIA TSEEM CEEB**Qhov chaw Carver County CDA muaj neeg txhais lus dawb, yog koj xa tau kev pab. |
| **ВАЖНАЯ ИНФОРМАЦИЯ**По Вашей просьбе Carver County CDA может бесплатно предоставить Вам услуги переводчика.  |
| **INFORMACIÓN IMPORTANTE**Carver County CDA proporciona interpretés a su pedido, gratis para Usted. |
| **Macluumaad Muhiim ah**Carver County CDA waxa ay idiin heli kartaa tarjubaan lacag la’aan ah, haddii aad codsataan. |

Property Manager

MANAGER NAME

PHONE NUMBER

CC: lease file