

**WRITTEN DEMAND FOR PAYMENT OF PAST DUE RENT**

(1) \_\_\_\_\_, 20\_\_\_\_  
Re: Premises:  
(2) \_\_\_\_\_ rooms \_\_\_\_\_ floor \_\_\_\_\_ side, Apt. No. \_\_\_\_\_  
(3) \_\_\_\_\_  
\_\_\_\_\_

(4) used for  Business  Residence

TO:

Tenant(s), under-tenant(s) or assigns, and every person in possession of the premises.

(5) \_\_\_\_\_ (6) \_\_\_\_\_  
\_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_  
\_\_\_\_\_

(9) Take notice that you owe rent for the following period(s):

\$ \_\_\_\_\_ for month of \_\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ for month of \_\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ for month of \_\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ for month of \_\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ for month of \_\_\_\_\_ 20\_\_\_\_

Late Fee(s): \$ \_\_\_\_\_

(10) The total now due is: \$ \_\_\_\_\_

If you do not pay the total rent due on or before the expiration of **fourteen (14) days** from the date of the service of this notice, or surrender up the possession of said premises to the landlord, the landlord will commence summary proceedings to evict you.

(11) Landlord: \_\_\_\_\_  
Signature Print or Type Name

(12) Agent: \_\_\_\_\_  
Signature Print or Type Name

(13) Landlord or Agent's Address: \_\_\_\_\_  
\_\_\_\_\_

Instructions for Preparing:

## **Written Demand for Past Due Rent**

Find the number on the form for each instruction below.

***Type or print in black ink only.***

1. Write the date you are preparing the Written Demand for Payment of Past Due Rent.
2. Write the number of rooms, on which floor, which side of the building, and the apartment number of the rental property. (For example, 4 rooms, 2<sup>nd</sup> floor, Left side, Apt No. 33 )
3. Write the address of the rental property (for example, 321 FIRST ST., **ANYWHERE, NY**).
4. Check[ ] the first box if the property is used for business purposes.  
Check[ ] the second box if the property is used for residential purposes.
5. Write the name of the tenant(s) residing at the property.
6. Write the tenant's address, including the zip code.
7. If there are any under-tenants, write their names.
8. If there are any under-tenants, write their address including the zip code.
9. List the amounts of rent due and the months for which the rent is due.
10. Write the total amount of rent due.
11. The landlord signs on this line. Print the landlord's name next to the signature.
12. If the landlord has an agent, the agent signs on this line. Print the agent's name next to the signature.
13. If the landlord signed the form, write the landlord's address. If the agent signed the form, write the agent's address.