

Past Due Notice and Demand for Possession

DATE: _____

TENANT NAME: _____

TENANT ADDRESS: _____

Re:

Hello,

According to our records we have not received your payment in full for the month _____ Year _____. You are in default of your rental agreement which requires payment by the _____ day of the month. Under your rental agreement a late charge of \$ _____ is due when payment is not made by the _____ day of the month.

You are hereby required to pay the total amount due, or \$ _____ as detailed in the attached tenant Statement, in full by _____, or to remove from and deliver up possession of the premises. We cannot accept partial payment. Payment must be made by cashier's check or money order only.

If the total amount due is not received by _____, then legal action will be instituted against you to recover possession of premises, declare the forfeiture of the rental agreement under which you occupy said premises and recover rents and damages together with all attorney fees and court costs, pursuant to the terms of O.C.G.A. §§44-7-50 to 44-7-57. If we take legal action, you will be charged a minimum of \$ _____ representing fees and court costs we incur to prosecute the lawsuit.

Please submit payment to:

Please take this opportunity to bring your balance current. If there is a problem of which we are unaware, please bring it to our attention upon receiving this letter.

Sincerely,
