

BALANCE DUE NOTICE

Date: _____, 2020

Insert all leaseholder names

Street Address, Apt. Number _____

City, Colorado *Zip Code*

RE: Your balance due and continued obligation to pay your rent on time.

Dear *Insert all leaseholder names*:

You are still obligated under your lease agreement to pay rent when due.

You are currently in default of your obligation concerning the payment of rent and other sums due under the terms of your lease as follows:

PREVIOUS BALANCE DUE UNDER LEASE (if applicable):	\$ _____
TOTAL RENT DUE UNDER LEASE FOR _____ 1, 2020	\$ _____
UTILITIES	\$ _____
OTHER AMOUNTS DUE (<i>Describe</i>) _____:	\$ _____

TOTAL DUE: \$ _____

We encourage you to make prompt payment of the above-mentioned sum. If you require payment arrangement or have any questions, please contact us at: *insert how you want the resident to contact you*.

Sincerely,

Insert Landlord Name