Scripts for non paying tenants:

**When they are first late – call text email script below:**

October 12, 2021

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It has come to our attention that your monthly rent had not been submitted. We understand life can get hectic and oversights do happen. It is important that this matter be rectified with all due haste. As per the stipulations of your signed lease agreement, the rent is due every month by the 5th day by 5 p.m. Eastern Standard Time. If your rent is not paid in a timely fashion the following fees will accrue:

* Beyond the 5th of the month a $75 dollar fee will be assessed.
* If the rent PLUS the $75 fee is not paid in full by the 11th (by 5 p.m. EST) and additional $75 will be assessed.

This correspondence shall serve as notice of:

1. failure to pay by the 5th
2. Consequences of failure to submit rent by the 11th day of the month by 5 p.m.

In order to avoid these fees and the prospect of eviction it is necessary you pay upon receipt of this email. The second email communication for non-payment will advise of your status and include a 10 day “pay or vacate notice.”

It is important that you communicate with us immediately regarding the contents of this correspondence,

We thank you for your time and attention to this matter,

**Sample message for people who have not paid:**

Mr./Mrs. \_\_\_\_\_\_, this is Jeremy with Life Door Property Management, as of \_\_\_\_\_\_\_\_ (insert date) we have not received your rent payment for October. (or we have still not received XXXXX$ to complete your rent payment in full). We need to receive your full payment IMMEDIATELY. If we have not received your payment with all late fees paid in full by the \_\_\_\_\_\_\_ (date) you will be required to vacate your room on \_\_\_\_\_\_\_\_\_ (date). You will be the be breaking your lease with us and the $1500 termination fee in your lease will be charged and you will owe this along with any back due rent. Our team will be by to clean and prepare the room for our next tenant we have extremely high demand currently. If not paid in full, your account will be sent to collections for any past due balance. Your credit will be affected. After xxxxxx date, eviction procedures will begin if you do not leave your room and this stay on your background check for 7 years and may hinder you from renting, gaining employment or making purchases in the future. Please make your payment immediately to avoid collections and being eviction. If you are experiencing hardship, a payment plan can be arranged but must be in writing and approved by management asap.

Please let me know immediately when your rent will be paid in full.

Sincerely,

Jeremy

Life Door Property Management.

**Sample Follow up Message:**

Mr./Mrs. \_\_\_\_\_\_\_\_, this is Jeremy with Life Door Property Management, as a reminder you have agreed to pay \_\_\_\_\_\_ ($ amount) on \_\_\_\_\_\_\_ date. Your payment must be made by this date to avoid collection and eviction procedures and mandatory evacuation of your room.