

## NOTICE TO TENANT OF UNPAID RENT

To: \_\_\_\_\_ (*insert name of tenant*)  
\_\_\_\_\_ (*insert address of tenant*)

Re: Rental unit located at \_\_\_\_\_ (*insert address of rental premises*)

You are hereby notified that rent in the amount of \$ \_\_\_\_\_ (*insert amount of rent*) is due on \_\_\_\_\_ (*insert date*) and remains outstanding as of the date of this notice.

You are hereby required to pay the above noted amount by \_\_\_\_\_ (*insert date*), which is not less than (NY) 30 US Business days from receipt of this notice.

If you do not pay the amount in full by the above noted date, the rental agreement dated \_\_\_\_\_ (*insert date*) between \_\_\_\_\_ (*insert name of tenant as it appears on the agreement*) and \_\_\_\_\_ (*insert name of landlord as it appears on the agreement*) shall be terminated and I may proceed with action as allowable by State law.

I may be contacted at:

\_\_\_\_\_ (*insert landlord's address*)

\_\_\_\_\_ (*insert landlord's phone number*)

Dated the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_  
(Landlord Signature)

\_\_\_\_\_  
(Landlord Name)

**THIS IS A 2-PAGE FORM.**