

# NOTICE TO PAY

(Date)

## VIA REGULAR MAIL and POSTED PERSONALLY

Tenant(s) name  
Tenant(s) address

*Re: Lease Agreement (address of leased premises)*

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

As you are aware the Residential Lease you executed requires you, among other things, to pay periodic monthly rent and failing timely payment, your lease agreement requires you to pay late fees. Despite my repeated requests, you have failed and refused to keep your account current. The total amount due and owing, as of (date of letter), is \$ \_\_\_\_\_. Said figure includes back rent as well as late fees due and owing. You must tender these funds, in the form of a cashier's check, money order or some other type of certified fund, to the undersigned within seven (7) calendar days from the date of this letter. If these charges are not paid in full within seven (7) calendar days from the date of this letter, your lease agreement will terminate.

Should you fail to make timely payment, demand is made upon you to surrender possession of the leased premises by removing all personal property from the leased premises and returning the keys. Your failure to pay the past due balance in full and/or surrender possession will be deemed willful noncompliance of the lease agreement for which a judgment for possession of the leased premises, actual damages, attorney's fees and court costs will be pursued. This notice is tendered pursuant to § 35-9A-421(b), Code of Alabama.

Sincerely yours,

(Landlord's name)

Posted on the \_\_\_ day of \_\_\_\_\_, 201\_.

By: \_\_\_\_\_