RETURNED PAYLEASE NOTIFICATION

(RD/HUD/LIHTC/CONV.)

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APT. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is to inform you the paylease payment issued by you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s rent was declined/returned. As a result of this, there will be a decline/return fee in the amount of $\_\_\_\_\_\_\_\_\_\_ and a late fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ assessed to you. The total amount you now owe is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We must have the total due within twenty four (24) hours.

In the future (check one):

[ ] we will accept paylease payments for rent

(1st occurrence)

[ ] we will no longer allow payments through paylease

(2nd occurrence)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

**This is an attempt to collect a debt.**

“This institution is an equal opportunity provider and employer”

 EQUAL HOUSING OPPORTUNITY 10/17/17