Rent Reminder Messages

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

These are reminders, not legal notices. The formal nonpayment notice is a separate document that must follow your state's law (in Arizona, a 5-day notice under A.R.S. § 33-1368(B)). Get it from your attorney or your state's approved forms, and don't replace it with these messages.

Day 2–3: friendly text

> Hi [Name], just a reminder that rent was due on the 1st. You can pay any time in [App name]. If something's going on, let me know and we'll figure it out.

Day 5: past-due reminder (email)

Subject: Rent reminder: [Month] rent is past due

> Hi [Name(s)],
>
> This is a friendly reminder that your [Month] rent of $[**] is past due. If we don't receive it by the end of [Month] [5], [Year], a late fee of $[**] will be charged as your lease provides[, plus $[__] per day until rent is paid in full].
>
> You can pay through [App name]. [If you need help with the app, contact [App] support at [support contact].] [You can also send a money order, payable to [Payee], to [mailing address].]
>
> If you're having trouble paying, please call us today at [phone]. We'd much rather work it out with you.
>
> Thank you, [Company]

After the notice: final reminder (email)

Subject: Final reminder: past-due rent balance

> Hi [Name(s)],
>
> This is a final reminder about your outstanding rent balance. Your rent was due on [Month] 1st, and as of **[date]**, we have not received payment. Your current balance is **$[____]**.
>
> A Notice of Failure to Pay Rent was delivered to you on [date]. Please pay the balance immediately. If we don't receive payment or hear from you about a resolution by [date], we will take the next steps available to us under the notice, the lease and the law.
>
> We would prefer to resolve this without further action. Please reply as soon as possible.
>
> [Company]

Payment plan agreement

Payment Plan Agreement

Property: _____

Tenant(s): _____

Total past-due balance as of **: $**

The tenant agrees to pay the past-due balance as follows, **in addition to** regular rent, which remains due on the 1st of each month:

Payment #	Due date	Amount
1		$
2		$
3		$
4		$

If any payment is missed by more than ____ days, the entire remaining balance becomes due immediately, and the landlord may pursue any remedy available under the lease and the law. [The landlord waives late fees of $_____ if every payment is made on time.]

Nothing in this agreement changes any other term of the lease.

Landlord: _____ Date: _____

Tenant: _____ Date: _____ Tenant: _____ Date: _____