**Template Overdue Rent Letters**

**1st Overdue Rent Letter**

 From:

 [Enter Landlord’s Full Name]

 [Enter Address Line 1]

For the Attention of:

[Enter Tenant’s Full Name]

[Enter Address Line 1]

**Date:**

**Re:** Rent Arrears at: [address]

Dear Mr/Mrs/Dr xxx

I/We have not received your rent of £…………….. this month. As it may have been forgotten, may I remind you that your tenancy agreement specifies payment by …………………… of each month. I would be very grateful if you could take action to ensure the account is brought up to date within the next 7 days. If you have made payment in the last few days please ignore this letter.

If you have not paid the rent for a reason, please do feel free to get in touch with me to discuss and resolve the issue – my details are below.

Yours sincerely,

[Sign Name]

[Landlord Name]

Contact Details

**Missed first rent payment +**

Tip: When the tenant has missed the rent payment the first time, hopefully a quick telephone call or the above letter will suffice. You should also send a follow up reminder letter [below]. A good idea would be to have your tenants pay the rent by standing order.

**2nd Overdue Rent Letter**

 From:

 [Enter Landlord’s Full Name]

 [Enter Address Line 1]

For the Attention of:

[Enter Tenant’s Full Name]

[Enter Address Line 1]

**Date:**

**Re:** Seriously Overdue Rent Arrears at: [address]

Dear Mr/Mrs/Dr xxx

Further to my letter dated [Date] regarding your unpaid rent of £ [amount], I have not received payment. Please let me remind you the Assured Shorthold Tenancy [AST] agreement signed on [Date] specifies payment by [Date] of each month and I refer you to the grounds for possession which include late payment of rent.

As this amount is now seriously overdue, please pay in the first instance or contact me as a matter of urgency to let me know the reason that you have not paid your rent and to resolve the issue. My details are below.

Yours sincerely,

[Sign Name]

[Landlord Name]

Contact Details

Tip1: **One week after Missed rent payment**

1] Send a polite letter re missed first rent payment

2] If the tenant is ignoring your calls, or a formal rent remand.

Tip 2: **One week before next month’s rent is due – Three weeks after**

You should apply pressure so the next month’s rent is paid in full

1] Issue the second overdue rent letter as above where rent is overdue by 3 weeks

2] You must write to a guarantor [if there is one] under a Guarantor Notification of Rent Demand

Tip 3: **Over one month in Arrears**

There should be a tenancy agreement clause stating that ‘rent is payable in advance’ so even if the tenants just miss the second month’s rent payments, they are contractually in two months arrears.

1] You must send a formal demand requesting payment be made immediately with the threat of legal action [The first day the seconds month’s rent is missed].

2] Produce a Section 8 Notice approx after 7 days – You can send an optional cover letter with this notice informing the tenant you are applying for a court order seeking possession, a court order for costs, legal expenses and a CCJ.

3] Inform [if there is one] the guarantor that you are seeking court proceedings

4] Consider if you have not done so, issuing a section 21 notice.

**Resolving rent arrears**

In most cases, the tenant not paying rent will be a short term blip and easily resolved by a telephone call or a polite letter. If you are happy for the tenant to stay, providing they pay off the rent arrears then you must set clear objectives with the tenant so they know what kind of behaviour you expect with them in the future.

However, only you as the investor [Landlord] can decide how flexible you are in these situations and what financial exposure you are prepared to accept.