



NOTICE OF CHARGES DUE

Other than Monthly Rent Payment

Prepared by: Agent _____
Broker _____

Phone _____
Email _____

DATE: _____, 20_____, at _____, California.

To Tenant: _____
Address: _____

You are a Tenant under a rental or lease agreement dated _____, 20_____,
entered into by _____, as the Tenant, and
_____, as the Landlord,
regarding the premises referred to as _____.

- 1 The following amounts are due for the month of _____, 20_____:
- Late charge in the amount of _____ \$ _____
 - Returned check fee due in the amount of _____ \$ _____
 - Common area maintenance charges (CAMs) in the amount of _____ \$ _____
 - Advances for hazard insurance premiums in the amount of _____ \$ _____
 - Advances for property taxes in the amount of _____ \$ _____
 - _____ \$ _____

- 2 The amounts now due are payable to landlord:
- within 10 days of the date of this notice;
 - with the rent due for the following month; or
 - on or before _____, 20_____.

- 3 If you fail to pay the amounts due, Landlord reserves all legal remedies including the following:
- 3.1 Serve on you a Three-Day Notice to Pay or Quit [Calif. Code of Civil Procedure §1161(2)];
 - 3.2 File an action for money;
 - 3.3 Deduct the amount of unpaid late charges and returned check fees from your security deposit. [Calif. Civil Code §§1950.5(b)(1), 1950.7(c)]

This statement is true and correct.

Landlord: _____

Agent: _____

Signature: _____

Address: _____

Phone: _____ Fax: _____

Email: _____