



NOTICE OF CHARGES DUE

Other than Monthly Rent Payment

Prepared by: Agent _____ Phone _____
Broker _____ 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: _____