

## Late Payment Agreement

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

My name is \_\_\_\_\_ and I am residing at the premises at

\_\_\_\_\_ in unit \_\_\_\_\_. I have been there since \_\_\_\_\_ and I would like to make an arrangement for rent payment.

I understand that I am \_\_\_\_\_ behind on my monthly rent. This delay on my part has been due to \_\_\_\_\_

\_\_\_\_\_. I cannot pay rent this month. I will pay what I have, which is \_\_\_\_\_, and would like to defer the rest of the payment to a later date. I have a payment plan in mind and I would like to propose the following arrangement:

I will have the full amount of \_\_\_\_\_ paid on \_\_\_\_\_. If the full amount is not paid on that date, I agree to vacate the premises by no later than the aforementioned date. Should I not vacate the premises, I understand that you have the right to change the locks, rent the premises to a new tenant, and remove my personal belongings. The onus will be on me to pick up my personal belongings from your office within 24 hours of their removal.

If you have any addendums to this proposal, or if you would like to discuss the payment plan with me, please contact me at \_\_\_\_\_ or \_\_\_\_\_ . Thank you so much for your patience and understanding.

Sincerely,

\_\_\_\_\_