

## Disclaimer of Liability and Legal Responsibility

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**[Landlord/Property Management Company Letterhead or Name]**

[Street Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

**Date:**

**To:** [Tenant(s) Name]

[Property Address]

[City, State, ZIP Code]

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**RE: Rent Payment Reminder – [Month, Year]**

Dear [Tenant's Name(s)],

This letter serves as a friendly reminder that rent for the property located at **[Property Address]** is due on **[insert due date, typically the 1st of the month]**, in accordance with the terms of your lease or rental agreement. Under **California Civil Code § 1947**, rent is due at the time agreed upon in your lease or rental agreement—typically the **first day of each month**.

As a courtesy, we are providing this reminder to help ensure timely payment and to avoid any unnecessary late fees or disruption to your tenancy.

**Rent Details:**

- **Amount Due:** \$[Insert Rent Amount]
- **Due Date:** [Insert Due Date, e.g., April 1, 2025]
- **Grace Period (if applicable):** [Insert number of days, if any]
- **Late Fee:** \$[Insert amount or method of calculation], as stated in your lease, will apply if payment is not received by [Insert late date].

Please ensure that your rent is paid on or before the due date using one of the following accepted payment methods:

- [List methods: online portal, check, money order, drop box, etc.]

If you are experiencing financial hardship or foresee any issues that may affect your ability to pay rent on time, we encourage you to communicate with us **as soon as possible**. We are committed to working with tenants in good faith and in compliance with all applicable laws.

Failure to pay rent when due may result in a **formal notice to pay or quit**, which is a legal prerequisite to potential eviction proceedings under **California Code of Civil Procedure §**

**1161(2).** We hope to avoid any such action and trust this reminder helps prevent any misunderstanding.

Should you have any questions regarding your rent or lease terms, please do not hesitate to contact our office at [Insert Phone Number] or [Insert Email].

We appreciate your continued tenancy and cooperation.

Sincerely,

**[Landlord/Property Manager Name]**  
**[Title, if applicable]**  
**[Company Name, if applicable]**