

[Note: This form should be used by pastors, administrators or business managers if rent is not received by the end of the day on which it is due. If Tenant repeatedly fails to pay rent, please contact the Archdiocese of Chicago Real Estate Department immediately. The Real Estate Department will work with the Office of Legal Services to address the situation. Keep a copy of all signed notices you send in the parish file. Send a copy of the notice to the Real Estate Department. Of course, delete this Note prior to sending the Notice.]

**NOTICE TO TENANT OF FAILURE TO PAY RENT**

**TO:** [Insert here the name & address of Tenant per the notice section]

**CC:** Archdiocese of Chicago, Real Estate Department

**FROM:** [Insert here the name of pastor/administrator]

**DATE:** [Insert date]

**RE:** Lease by and between the Catholic Bishop of Chicago (“Landlord”) and [Insert Tenant Name] (“Tenant”) of [Insert full address of Premises, name of building or other important identifying information regarding the Premises such as “2<sup>nd</sup> floor”] (“Premises”)

Please be advised that Tenant owes Landlord the amount of \$ \_\_\_\_\_, being past due rent for the following period: \_\_\_\_\_.

If this amount is not received within 10 days Tenant shall be deemed in Default of the Lease. In such event, the Landlord reserves the right to terminate Tenant’s possession of the Premises and Tenant may be liable for all damages under the Lease and as provided by law.

Cordially,

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