

Calm Late Rent Follow-Up Checklist

A one-page process for sending a clear written follow-up without making the situation personal.

Before sending anything

- ☐ Verify the ledger, payment portal, bank processing, and payment date.
- ☐ Review the lease and the rules that apply in your location.
- ☐ Confirm the correct tenant name, property, amount, and due date.
- ☐ Choose a written channel you can save with the rental records.

Make the message clear

- ☐ State what you do not see posted without accusing or guessing.
- ☐ Ask for a payment-status update by a specific reasonable time.
- ☐ Record the date, time, channel, message, and response.
- ☐ Save any payment promise, partial-payment details, or dispute.
- ☐ Follow the lease and local legal process consistently.

Neutral first-message template

"Hi [Name], I do not see [month] rent posted as of [date/time]. Can you confirm the payment status and update me by [time] today? Thank you."

This checklist is for communication organization and education. It is not legal advice and is not a notice. Landlord-tenant rules, grace periods, fees, notices, and payment handling vary by location. Check the lease and qualified local guidance before taking action.