

7-DAY RENT NOTICE REQUEST INSTRUCTIONS

Section-1: LANDLORD INFORMATION. Fill in Landlord's information from the Lease. *Name, Email, Street Address, City, State, Zip Code. Phone.*

- Fill in "Request Date"

Section-2: PROPERTY. Fill in Rental property information from the Lease. *Property Address, City, State, Zip Code.*

- Fill in Gate Code < OR > select box "Not Gated". If property is in a Guarded Community, Las Vegas Landlord MUST be added to access list.
- Fill in access information, instructions, comments to server, if needed.

Section-3: TENANT INFORMATION. Fill in Tenant's Names and Phone Numbers information from the Lease. *Tenant Name(s) and Tenant's Phone Number(s).*

Section-4: RENT INFORMATION. Fill in the following information from the Lease.

- a) **Lease Start Date** = This is the date the Lease Commenced ON or Started ON.
- b) **Lease End Date** = This is the date the Lease Terminates ON or Ends ON.
- c) **Rent Due ON (day)** = This is the 1st day that Rent is due on. (Ex: 1st)
- d) **Last Day To Pay (day)** = This is the last day to pay rent on. (Ex: 1st)
- e) **Rent Late ON (day)** = This is the first day that the Tenant will be charged a Late Fee. (Ex: If your Rent is due ON the 1st and delinquent (or late) after the 1st, then the Tenant has until the 1st of each month to pay Rent. Now, this makes your first day Tenant will be charged a Late Fee is ON the 2nd day. This means you can NOT charge Tenant any Late Fees until the 2nd of each month.)

Fill in the worksheet example below, to help you understand, using your Lease.

[Rent Due ON: (day) _____. Last Day to Pay: (day) _____. Rent Late ON: (day) _____.]

- f) **Monthly Rent** = This is the actual Rent amount. (Ex: \$1,000)
- g) **Security Deposit** = This is the actual Deposit amounts (Not including the Cleaning Deposit) you have collected from Tenant. Please only add together the following to fill in this section (Security Deposit = Security + Key + Pet + Last Month Rent Deposits). (Ex: Security: \$1,000 + Key: \$100 + Pet: \$0 + Last Month Rent: \$0 = Security Deposit is \$1,100.)

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Fill in the worksheet example below, to help you understand, using your Lease.

[Security \$ _____ + Key \$ _____ + Pet \$ _____ +
Last Month Rent \$ _____ = Security Deposit \$ _____]

- h) *Cleaning Deposit*** = This is the actual Cleaning Deposit only amount you have collected from Tenant. (Ex: Cleaning: \$300.)
- i) *Late Fees*** = S.B. 151 New Law CAPs the Monthly Late Fee to five (5%) percent per month.

Section-5: NOTICE AMOUNTS. Fill in the following information based upon your calculations.

NOTE: All Deposits should have been collected at the start of the Lease. See WARNING below.

- a) *TL Rent Due*** = This is the total amount of rent due, with from date and to date. Now, you can NOT charge a Tenant for Rent that he/she has not come due (or future Rent). You can only charge them for Rent on previous or current months that he/she has not paid for.

(Ex: Today is 01/06/2015. Rent was due on 1st. Last day to pay Rent was on 1st. Rent is Late ON 2nd. Tenant has NOT paid rent for December 2014 and NOT for January 2015. Now you charge Tenant for December 2014 and January 2015 Rent due.)

(Ex: \$ 1,500.00 for Rent from 12/01/2014 to 12/31/2014)

(Ex: \$1,500.00 for Rent from 01/01/2015 to 01/31/2015)

(Ex: \$3,000.00 = TL RENT DUE for Rent from 12/01/2014 to 01/31/2015)

Fill in the worksheet example below, to help you understand, using your Rent receipts.

\$ _____ = Rent Due From (date) _____ To (date) _____.

\$ _____ = Rent Due From (date) _____ To (date) _____.

\$ _____ = Rent Due From (date) _____ To (date) _____.

\$ _____ = Rent Due From (date) _____ To (date) _____.

=====
\$ _____ = TL Rent Due

- b) *TL Late Fee (LF) Due*** = **Late Fees** = This is where you must calculate the Late Fees based upon your Lease. The new law (S.B. 151, effective July 1, 2019) dictates that the MAX Late Fee that you can charge your tenant on a monthly basis is five (5%) percent of the monthly rent.

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- 1) *If your late fee calculation from your Lease is LESS than 5% of the monthly rent, then you MUST use your Lease late fee calculation.*
- 2) *If your late fee calculation from your Lease is MORE than 5% of the monthly rent, then you MUST use the 5% Max LF figure.*

(Ex: TL Rent Due: \$3,000 x 0.05 (5% Max LF) = \$150 Max LF)

Fill in the worksheet example below, to help you understand, using your Late Fee.

[Monthly Rent \$ _____ x 0.05 = Max LF per month \$ _____]

WARNING: DEPOSITS, UTILITIES, NSF FEES, NOTICE/EVICTION/LOCKOUT FEES, ATTORNEY FEES, HOA VIOLATION FEES, PROPERTY DAMAGES, ETC. ARE ITEMS THAT SHOULD BE ADDRESSED IN SMALL CLAIMS COURT. DO NOT ADD THESE AMOUNTS TO YOUR RENT NOTICE REQUEST. IF YOU ADD THESE AMOUNTS TO THE RENT NOTICE, THE COURT HAS THE RIGHT TO DENY YOUR EVICTION CASE.

- c) **TOTAL (TL) = This is the Grand Total amount of adding everything up.**
(Ex: TL Rent Due: \$3,000 + TL Late Fee (LF) Due: \$150 = TOTAL (TL)is \$3,150.)

Section: AUTHORIZATION. Sign and date. If your information is the same a Landlord information then “X” the “Same As Landlord Above” box.

- Provide a COLOR copy of your Driver’s License (DL).

Section: PAYMENT. Fill in your credit/debit card information. Sign and date.