

# New Jersey Rent Payment Reminder Letter

General template, not legal advice. Have a New Jersey attorney review before use. Last reviewed October 29, 2026.

Use Letter A a few days before rent is due or on the due date. Use Letter B once rent is late. A reminder is not a legal notice to pay or quit. If you plan to start an eviction, you will need the formal notice your state requires.

## Letter A: Friendly rent reminder

Date

Tenant name

Property address and unit

Hi \_\_\_\_\_ (Tenant name),

This is a quick reminder that rent of \$\_\_\_\_\_ (Monthly rent) for \_\_\_\_\_ (Month) is due on \_\_\_\_\_ (Due date). You can pay by \_\_\_\_\_ (Accepted payment methods) at \_\_\_\_\_ (Payment portal or address).

If you have already paid, thank you, and please ignore this note. If something is getting in the way of paying on time, let us know before the due date so we can talk it through.

Landlord or agent signature

Printed name

Date

## Letter B: Past due rent

Date

Tenant name or names

Property address and unit

City, state and ZIP

Dear \_\_\_\_\_ (Tenant name),

Our records show that rent for the home above has not been received in full. The balance on your account as of \_\_\_\_\_ (Statement date) is:

| Item | Period | Amount |
|------|--------|--------|
| Rent |        |        |

| Item                     | Period | Amount |
|--------------------------|--------|--------|
| Late charge              |        |        |
| Other charges (describe) |        |        |
| Payments received        |        |        |
| Balance due              |        |        |

Under your lease, rent was due on \_\_\_\_\_ (Due date) and a late charge of \$\_\_\_\_\_ (Late charge) applies after \_\_\_\_\_ (Grace period end date).

Late fee rules: \_\_\_\_\_ (check the rule in New Jersey)

Grace period in New Jersey: Senior citizens receiving Social Security or a government pension, and tenants receiving disability benefits, Supplemental Security Income or Work First New Jersey benefits, get a five business day grace period before a late fee when rent is due on the first. (N.J.S.A. 2A:42-6.1 to 6.3)

Please pay the balance of \$\_\_\_\_\_ (Balance due) by \_\_\_\_\_ (Pay by date) using \_\_\_\_\_ (Accepted payment methods). If you cannot pay in full, contact \_\_\_\_\_ (Contact name) at \_\_\_\_\_ (Phone and email) before that date to discuss a payment plan. Any plan must be agreed in writing.

If the balance stays unpaid, we may need to take the next steps allowed by your lease and by New Jersey law, which can include a formal notice. We would much rather resolve this with you directly.

Sincerely,

\_\_\_\_\_  
Landlord or agent signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

General template, not legal advice. Have a New Jersey attorney review before use.