



# Rent Collection Checklist

## Pre-Rent Due Date - Tenant Communication

Tasks to proactively remind tenants and minimize late payments.

### Rent Reminder Send Date

Enter date...

### Reminder Method

- Email
- Text Message
- Postal Mail
- Portal Notification

### Reminder Message Template

Write something...

### Days Before Due Date to Send Reminder

Enter a number...

### Escalation Path (if no response)

- Supervisor Review
- Legal Team
- Collections Agency

### Tenant Contact Name

Write something...

## Rent Due Date - Initial Collection Efforts

Actions taken immediately following the rent due date.

### Rent Due Date

Enter date...

### Rent Amount Due

Enter a number...

### Payment Method Received (if any)

- Check
- Online Payment
- Cash
- Money Order
- None (No Payment Received)

### Amount Received (if partial)

Enter a number...

### Notes on Payment Received (e.g., memo on check)

Write something...

### Initial Action Taken

- Mark as Paid
- Noted as Partial Payment
- No Payment - Requires Follow-Up

### Date Payment Recorded

Enter date...

## Follow-Up - Gentle Reminders & Inquiry

Steps to gently remind tenants who have not paid, and explore potential reasons.

### Date of First Follow-Up Email/Call

Enter date...

### Tenant Contact Method (Email, Phone, Text)

Write something...

### Notes on Initial Inquiry - Tenant Response/Explanation

Write something...

### Tenant Provided Reason for Non-Payment?

- Yes
- No
- Unsure/No Response

### Details of Tenant's Explanation (if provided)

Write something...

### Offer of Payment Plan Discussed?

- Yes
- No
- Not Applicable/Tenant Not Responsive

### Details of Payment Plan Offer/Discussion

Write something...

### Date of Second Follow-Up (if applicable)

Enter date...

# Formal Late Payment Notices & Fees

Procedures for issuing official notices and applying late fees.

## Date Notice Sent

Enter date...

## Notice Content (Late Payment)

Write something...

## Late Fee Amount

Enter a number...

## Notice Delivery Method

- Certified Mail
- Regular Mail
- Hand Delivery
- Email

## Tracking Number (if applicable)

Write something...

## Tenant Response (if any)

Write something...

### Deadline for Payment

Enter date...

### Notice Type

Pay or Quit

Demand for Payment

## Legal Action & Eviction (If Necessary)

Steps to take if rent remains unpaid and legal action becomes necessary. (Consult with legal counsel.)

### Date of Notice to Pay or Quit Served

Enter date...

### Detailed Record of Service (Method, Who Served, etc.)

Write something...

### Date of Eviction Lawsuit Filed

Enter date...

### Court Case Number & Jurisdiction

Write something...

### **Date of Court Hearing**

Enter date...

### **Summary of Court Hearing & Judge's Ruling**

Write something...

### **Date of Writ of Possession Issued**

Enter date...

### **Notes regarding Sherriff/Marshall communication and planned eviction date**

Write something...

### **Date of Actual Eviction**

Enter date...

### **Detailed Record of Eviction Execution (Who Executed, etc.)**

Write something...

## **Record Keeping & Reporting**

Maintaining accurate records of rent payments, notices sent, and collection efforts.

**Date of Rent Due**

Enter date...

**Date Rent Was Received**

Enter date...

**Rent Amount Due**

Enter a number...

**Rent Amount Received**

Enter a number...

**Late Fee Applied (if any)**

Enter a number...

**Notes on Payment (e.g., partial payment, payment plan)**

Write something...

### Communication Method (Rent Confirmation)

- Email
- Text Message
- Phone Call
- Mail

### Summary of Collection Efforts (Dates, Methods)

Write something...

### Copies of Rent Notices Sent

 Upload File