



# Rent Collection Follow-Up Checklist for Property Management

## Initial Rent Missed - Days 1-3

Actions to take immediately following a missed rent payment.

### Rent Due Date

Enter date...

### Time Rent Was Missed (If Known)

### Amount of Rent Due

Enter a number...

### Payment Method Used (If Any)

- ☐ Check
- ☐ Online Payment
- ☐ Cash
- ☐ Unknown

### Notes on Initial Missed Payment (e.g., possible explanation)

Write something...

### Initial Communication Method

- ☐ Email
- ☐ Phone Call
- ☐ Text Message
- ☐ No Communication Yet

## First Notice - Days 4-7

Sending the initial late rent notice and outlining consequences.

### Date of First Notice Sent

Enter date...

### Delivery Method

- ☐ Certified Mail
- ☐ Email
- ☐ Hand Delivery

### Content of First Notice (Paste Here)

Write something...

### Amount of Rent Due

Enter a number...

### Late Fee Applied?

☐ Yes

☐ No

### Reference/Case Number

Write something...

## Second Notice & Phone Call - Days 8-14

Reminder of outstanding balance and attempts to contact tenant.

### Date of Second Notice Sent

Enter date...

### Time of Phone Call Attempt 1

### Summary of Phone Call 1: Tenant Response/Conversation

Write something...

### Time of Phone Call Attempt 2

### Summary of Phone Call 2: Tenant Response/Conversation

Write something...

### Tenant Payment Plan Offered?

☐

Yes

☐

No

☐

Not Applicable

### Amount Offered in Payment Plan (if applicable)

Enter a number...

### Property Manager Signature (Confirmation of Second Notice)

## Legal Action Preparation - Days 15-21

Gathering necessary documentation and considering eviction process.

### Date Rent Initially Due

Enter date...

### Summary of Prior Communication Attempts (dates, methods, responses)

Write something...

### Outstanding Rent Amount


Enter a number...

### Attorney Consultation Required?

☐ Yes

☐ No

### Supporting Documentation (lease agreement, payment history, notices)

 Upload File

### Notes regarding tenant's potential hardship or circumstances

Write something...

### Date of Attorney Consultation (if applicable)

Enter date...

## Eviction Filing (if necessary) - Days 22-30+

Formal eviction procedures and court filings.

### Date of Eviction Filing

Enter date...

### Summary of Events Leading to Filing

Write something...

### Copy of Eviction Notice Served

 Upload File

### Court Selection (if applicable)

- ☐ Court A
- ☐ Court B
- ☐ Court C

### Case Number Assigned by Court

Enter a number...

### Scheduled Court Hearing Date

Enter date...

### Property Manager Signature

### Notes on Communication with Legal Counsel

Write something...

## Record Keeping & Documentation

Maintaining detailed records of all communication and actions taken.

### Date of Initial Rent Missed

Enter date...

### Summary of Initial Communication (Phone/Email/Letter)

Write something...

### Outstanding Rent Amount

Enter a number...

### Copy of Late Rent Notice Sent

 Upload File

### Notes on Phone Conversations with Tenant

Write something...

### Communication Method (Initial Notice)

- ☐ Email
- ☐ Certified Mail
- ☐ Hand Delivery

### Date of Final Communication Attempt

Enter date...