

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIVE DAY NOTICE TO PAY OR QUIT,  
AND  
NOTICE OF MATERIAL NON-COMPLIANCE**

RE: Rental of \_\_\_\_\_

You are late in the payment of rent for the property listed above. You now owe the following:

**RENT:** \_\_\_\_\_  
**OTHER CHARGES:** \_\_\_\_\_  
**TOTAL AMOUNT DUE:** \_\_\_\_\_

If the TOTAL AMOUNT DUE is not received by \_\_\_\_\_, you will have broken your lease and you must move from the property. After that date we will take action to evict you from the property and/or get a judgment against you for the money due. **LANDLORD REQUIRES PAYMENT OR POSSESSION BY THE ABOVE DATE.**

If you pay your rent after we start Court action, the payment will be accepted as credit towards what you owe, but we still will ask the Court to give us judgment for anything else owed and possession. Under 55-248.34 of the Code of Virginia, we reserve all rights even if you pay the rent.

You are responsible for legal fees. A judgment against you in a suit may hurt your credit rating. You are responsible for payment of rent and/or damages to the property until the normal end of your lease or rental agreement, or until someone else rents it, whichever happens first.

The undersigned does certify that this letter was mailed, first class mail postage prepaid to the tenant at the address above on the date set forth above.

C: \_\_\_\_\_