



Rent Arrears Process

Stage 1 – Initial

1. Day 1-7: Rent Due and Initial Reminder

- Initial rent reminder issued immediately after the rent due date has passed.

Step 2: Follow-Up

2. Day 8-14: First Late Payment Notice

- If the rent remains unpaid after the initial reminder, formal notice is issued.

Step 3: Personal Contact

3. Day 15-21: Second Late Payment Notice and Contact Attempt

- If no payment or response is received, a second formal notice will be issued, with interest on rent due applied.

Step 4: Final Notice

4. Day 22-28: Final Notice Before Legal Action

- If no payment or response is received, a formal pre-legal notice will be issued.

Step 5: Legal Action

5. Day 29+: Legal Action

- If there is still no payment or communication from the tenant, legal proceedings will begin.

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