



CURRENT / PAST DUE RENT INVOICE

This letter confirms _____ has a rental agreement at _____.
 (Client's Name) (Address)

The monthly rent amount is _____ due on _____.
 (Date)

The amount of rent due at this time is \$ _____ and arrears balance is now _____.
 (Amount Due)

PLEASE COMPLETE CHART: This "Amount Due" does not include deposits, late or legal fees.

Monthly Rental Amount Due	Number of Bedrooms	Arrears Month and Year Beginning	Arrears Month and Year Ending	PAST DUE TOTAL
\$				\$
		Advance Month and Year Beginning	Advance Month and Year Ending	ADVANCE RENTAL PAYMENT (3 mo. max)
				\$

Past Due Total (12 months max) + Advance Rent (3 month max) = Amount Due

- ❖ By signing this document, I agree to forgive all late fees, penalties, interest, portions of rent that exceed Fair Market Rent as defined in the LEAP Policies and Procedures and any charges for court costs; I agree not to evict the tenant for either of the following reasons; a) past-due rent prior to April 2020; b) for 90 days after assistance ends unless eviction is related to cause other than non-payment of rent. I agree to the terms of assistance and to submit any and all required documentation.
 - o A W-9 Form must be submitted with this letter.

 Signature of Property Owner Property Property Owner's Name (Print Clearly) Date

 Owner Phone/Cell Number Property Owner's Email Address

Make Check Payable to: _____

Remit Address: _____

*****FOR OFFICE USE ONLY*****

Staff Signature: _____

Date Verified: _____

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