**EXHIBIT 5 – CONVENTIONAL HOUSING**

**EXAMPLE OF A ‘NONPAYMENT OF RENT NOTICE’**

**APARTMENT NAME**

**ADDRESS**

**CITY, STATE, ZIP**

**(865) TELEPHONE**

**(DATE)**

**VIA HAND DELIVERY**

**AND U.S. MAIL**

Tenant Name(s)

Address

Apartment Number

City, State, Zip

***RE: Nonpayment of Rent Notice***

Dear (Tenant Name/s):

This letter is to remind you that your monthly rental payment of $\_\_\_\_\_\_\_\_\_\_\_ was due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A late fee of $\_\_\_\_\_\_\_\_\_\_\_ (or \_\_\_\_\_\_\_\_%) has now been applied to your account so that your total balance is $\_\_\_\_\_\_\_\_\_\_\_\_.

Please be advised that if the total amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ is not paid by Insert Date), your delinquency will be turned over to an attorney for eviction proceedings. If this matter is turned over to an attorney, be advised that you are responsible for any attorney’s fees and costs. All payments of rents made after the date of this letter are accepted only with a full reservation of the landlord’s rights to proceed hereunder.

If you have any questions, please do not hesitate to contact management.

Very truly yours,

, Manager

***XYZ Apartments***