**NOTICE TO THE TENANT**

(For making due Payment)

Ref No. [[Format of the Reference No.]]\_\_\_\_\_\_\_\_\_\_\_\_

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

Registered A.D.

NOTICE

To

\_\_\_\_\_\_\_\_\_\_\_\_[[Name of the Tenant]]

\_\_\_\_\_\_\_\_\_\_\_\_[[Name of father]]

\_\_\_\_\_\_\_\_\_\_\_\_[[Address]]

NOTICE TO THE TENANT FOR PAYMENT OF ENTIRE ARREARS OF RENT AND TAXES

Dear Sirs or Madams:

I, undersigned, serve you this notice for the payment of entire arrears of rent and taxes, on the terms as under:

1. That I am the landlord of the premises\_\_\_\_\_\_\_\_\_\_\_\_[[Complete Address]] and you are occupying premises in question as tenant on payment of Rs.\_\_\_\_\_\_\_\_\_\_\_\_ [[Amount]] p.m. as rent besides pro-water tax and house tax as laid out in the Rental Agreement dated\_\_\_\_\_\_\_\_\_\_\_\_[[Date]].
2. That, you have failed to pay the amount of rent for the last\_\_\_\_\_\_\_\_\_\_\_\_ {{no. of Months]] months.
3. That you are requested to pay the entire arrears of rent, water tax and house tax to me immediately failing which appropriate action may be taken in term of the rent agreement.

So through this notice you are called upon to pay the entire arrears of rent, water tax and house tax to my client immediately, failing which you will be required to handover peaceful vacant possession of the building in question to me.

NOTICE BY LANDLORD TO TENANT, FORFEITING THE TENANCY FOR BREACH OF COVENANT

Dear Sirs or Madams:

I, undersigned, serve you this notice for the payment of entire arrears of rent and taxes, on the terms as under:

1. That I am the landlord of the premises\_\_\_\_\_\_\_\_\_\_\_\_ [[Complete Address]] and you are occupying premises in question as tenant on payment of Rs.\_\_\_\_\_\_\_\_\_\_\_\_ [[Amount]] p.m. as rent besides pro-water tax and house tax as laid out in the Rental Agreement dated\_\_\_\_\_\_\_\_\_\_\_\_ [[Date]].
2. in respect of the premises \_\_\_\_\_\_\_\_\_\_\_\_(description), in so far as you have \_\_\_\_\_\_\_\_\_\_\_\_(state the breach or breaches).
3. The aforesaid lease provides that on breach of any of its express conditions, the lessor may re-enter.

So through this notice you are called upon to surrender possessions to me of the said premises, which are at present in your possession under the said lease.

Yours Truly,

LANDLORD

(Signature)

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

(Name)

(Address)

(Contact)