SAMPLE ONLY - Fictional information. Not for charging or service.

LATE FEE STATEMENT

Example Property Management - SAMPLE

STATEMENT NUMBER	STATEMENT DATE
SAMPLE-LRF-2026-001	10/10/2026

TENANT & PROPERTY DETAILS

TENANT
Jordan Lee

TENANT EMAIL
tenant@example.com

PROPERTY ADDRESS
123 Example Lane, Unit 4B, Austin, Texas 78701

LEASE REFERENCE
SAMPLE-LEASE-004

LEASE START DATE
01/01/2026

RENT & LATE PERIOD

MONTHLY RENT	RENT ALREADY PAID	REMAINING RENT
$1,800.00	$600.00	$1,200.00

RENT DUE DATE	CALCULATED THROUGH	GRACE PERIOD
10/01/2026	10/10/2026	5 days

DAYS LATE	CHARGEABLE DAYS	FEE METHOD
9	4	Flat Fee + Daily Fee

LATE FEE CALCULATION

CALCULATED FEE	MAXIMUM FEE CAP	LATE FEE DUE
$90.00	$75.00	$75.00

$50.00 + ($10.00 x 4 chargeable days) - limited to the $75.00 cap

TOTAL AMOUNT DUE **$1,275.00**

NOTES

Fictional illustration only. Confirm the lease and applicable law before charging a fee.

Taylor Morgan

PROPERTY MANAGER SIGNATURE

This statement reflects the rent and late-fee terms provided by the property manager as of the statement date.