

**NOTICE OF NONPAYMENT OF RENT,  
TERMINATION OF RENTAL AGREEMENT**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant

REGARDING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address

You, and each of you, are hereby notified in accordance with Iowa Code S648.3, S648.4, and S562.27(2) of the Uniform Residential Landlord and Tenant Act, that there has been a nonpayment of rent in the amount of \$ \_\_\_\_\_ as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the Landlord intends to terminate your rental agreement if the unpaid rent is not paid in full within three (3) days after receipt by you of this notice. If the unpaid rent is not paid in full within three (3) days after receipt by you of this notice, the rental agreement will terminate at the expiration of the three (3) day period and you shall vacate and surrender to the Landlord the possession of the premises now occupied by you and described above.

You should, therefore, govern yourself accordingly.

\_\_\_\_\_

\_\_\_\_\_

Landlord

By: \_\_\_\_\_  
Attorney for Landlord

In the Iowa District Court for \_\_\_\_\_ County

Plaintiff(s)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

vs.

Defendant(s)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**Original Notice and Petition  
for a Money Judgment**

Small Claim No. \_\_\_\_\_

If you need assistance to participate in court due to a disability, call the disability coordinator at \_\_\_\_\_. Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.**

To Defendant(s):

1. **You are notified** that Plaintiff(s) demand(s) from you the amount of \$ \_\_\_\_\_ plus court costs based on (state briefly the basis for the demand, not to exceed \$5000):

2. **Judgment may be entered against you unless** you file an Appearance and Answer within **20 days** of the service of the Original Notice upon you. Judgment may include the amount requested plus interest and court costs. You must file an Appearance and Answer with the clerk of the district court in the above county, located at: \_\_\_\_\_.

3. If your Appearance and Answer is filed within **20 days** and you deny the claim, the clerk will notify you of the time and place for the hearing on this matter.

4. If you file an Appearance and Answer, you must mail a copy of the form to Plaintiff(s) or to the attorney for Plaintiff(s) whose name and address appear below.

5. You must also notify the clerk's office of any address change.

\_\_\_\_\_  
Plaintiff's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Plaintiff's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address

In the Iowa District Court for \_\_\_\_\_ County

Plaintiff(s)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

vs.

Defendant(s)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**Original Notice and Petition  
for Forcible Entry and Detainer  
(Iowa Code chapter 648)**

Small Claim No. \_\_\_\_\_

If you need assistance to participate in court due to a disability, call the disability coordinator at \_\_\_\_\_. Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.**

To Defendant(s):

1. **You are notified** that Plaintiff(s) demand(s) from you possession of (state exact address of real property): \_\_\_\_\_ because (state basis of demand): \_\_\_\_\_

2. **Hearing is set for:** \_\_\_\_\_ o'clock \_\_\_\_\_ m. on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at the \_\_\_\_\_ County Courthouse, in \_\_\_\_\_, Iowa, located at \_\_\_\_\_ (street address of courthouse). The court will electronically record the hearing. If either party desires that a certified court reporter report the hearing, that party must arrange and pay for the costs of reporting. **Failure to appear at the hearing may result in judgment entered against you for possession of the property and court costs.**

**Plaintiff(s):** The court shall set the date of hearing to occur within **8 days** from the filing date of the Original Notice unless you check the box below:

Plaintiff(s) request(s) or consent(s) to the court setting the date of hearing to occur no later than **15 days** from the filing of the Original Notice.

\_\_\_\_\_  
Plaintiff's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Plaintiff's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address

## The Cost of Not Paying Your Rent on Time

No Early Payment Discount	\$15
Late Charge	\$15
Court Filing Fee	\$85
Court Service Fee	\$41
Legal Fees	Minimum \$100
<b>Total</b>	<b>\$256 MINIMUM</b>

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

Resident \_\_\_\_\_

Address \_\_\_\_\_

Please note there appears to be a balance due on your account.  
We show an outstanding amount of \$\_\_\_\_\_ for:

\_\_\_\_\_ Late Charges

\_\_\_\_\_ Lot Rent

\_\_\_\_\_ Returned Check Charge

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

Please make arrangements to pay this amount in full as soon as possible, and **no later than** \_\_\_\_\_. We do not wish to escalate this situation. If you believe there is an error in your account balance, please call the office.

We thank you in advance for bringing your account up to date.

Respectfully,

Community Management

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

Resident \_\_\_\_\_

Address \_\_\_\_\_

It has come to our attention that you have been late with you rent payments at least \_\_\_\_\_ times in the past 12 months. That adds up to \$\_\_\_\_\_ in missed discounts, late fees, and charges associated with court filings.

Please come to the office to pay in full immediately to avoid having action taken against you and accumulating more charges.

We thank you in advance for bringing your account up to date.

Respectfully,

Community Management

# Final 24-Hour Notice

Date \_\_\_\_\_

Resident \_\_\_\_\_

Address \_\_\_\_\_

You continue to be in violation of the terms of the lease, which governs your residency in this manufactured home community. Lot rent is due in full on the first day of each month. As of this date, your account remains past due. The total amount of money owed on your account at this time is \$\_\_\_\_\_.

If the total amount you owe is not paid in full **within the next 24 hours**, we will begin eviction action against you and seek full remedy as provided by law. This will add up to \$\_\_\_\_\_ to the amount you owe. Please remit payment immediately.

Respectfully,

Community Management

## **Non-Payment of Rent Schedule**

1. On 6<sup>th</sup> day of the month (after grace period) 3-day notice: posted on door and mailed.
2. 7<sup>th</sup> day of the month: fill out small claims paperwork, put in envelope and tape to door.
3. 8<sup>th</sup> day of the month: Phone call (if not reachable –note on door to call management).
4. 9<sup>th</sup> day of the month: List of costs posted on door –no discount, \$85 filing fee, \$41 service fee, minimum \$100 legal fee, \$15 late charge: minimum \$256 (for Val Vista/Hillock).
5. 10<sup>th</sup> day of the month: Statement of charges (bill/transaction listing) taped to door.
6. 11<sup>th</sup> day of the month: Statement of costs of late fees, discounts missed, etc. from the last 12 months
7. 13<sup>th</sup> day of the month: 24 hour notice to pay to avoid legal action



