

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

Chicago Residential Landlord and Tenant Ordinance (RLTO)  
Mun. Code Ch. 5-12-130

**Failure to Pay Rent - Five Day Notice**

Tenant (s): \_\_\_\_\_  
(And All Other Unknown Occupants)

Landlord: \_\_\_\_\_

The Tenant is hereby notified that a rental payment in the amount of \$\_\_\_\_\_ was due on \_\_\_\_\_, 202\_\_ ("Due Date"). The total amount of \$\_\_\_\_\_ is now past due ("Delinquent Rent").

Your failure to have paid the Delinquent Rent by the Due Date is a violation of the rental agreement for the property at address (include unit number):

\_\_\_\_\_

It is the intent of the landlord to terminate your rental agreement and right to be in possession of the property on \_\_\_\_\_, 20\_\_ [INSERT DATE THAT IS 5 DAYS FROM DATE OF NOTICE<sup>1</sup>] if the full amount of Delinquent Rent is not paid in full within five days from the date of this notice. Only FULL PAYMENT of all amounts demanded in this notice will invalidate the demand, unless the Landlord agrees in writing to withdraw the demand in exchange for receiving partial payment.

\_\_\_\_\_, is the agent of the Landlord, and is authorized to receive rent due from the Tenant.

Signature: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> If the 5th day from the date of the issuance of the notice falls on a Saturday, Sunday, or holiday, the 5-day cure period should be extended to the first day that is not a Saturday, Sunday, or holiday. See 5 ILCS 70/1.11.

PROOF OF SERVICE

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, on oath deposes and says that on the \_\_\_\_\_  
Day

of \_\_\_\_\_, 20\_\_\_\_, I served the Failure to Pay Rent – Five Day Notice on the Tenant  
Month Year

named in the Notice as follows:

- 1) by delivering a copy thereof to the above named tenant;
- 2) by delivering a copy thereof to a person above the age of 13 years, residing on or in charge of the above described premises
- 3) by sending a copy thereof to said tenant by certified mail, with request for return of receipt from the addresses
- 4) by posting a copy thereof on the main door of the above described premises, no one being in actual possession thereof.

Signature: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC