|  |  |
| --- | --- |
| [Landlord Name]  [Landlord Address]  [Landlord Email]  [Landlord Telephone] |  |
|  | [Tenant Name]  [Tenant Address] |

[Date]

Dear [Tenant Name],

|  |
| --- |
| Rent arrears of £[amount] for property at [Property Address]  - FINAL OFFER - |

I am writing to you to advise that due to your persistent rent arrears and your failure to commit to a repayment arrangement, I will now be preparing an application to the County Court to obtain a Possession Order. As advised in previous letters dated [dates], this could result in Court Costs being added to your balance, a County Court Judgment and the loss of your home. However, I am offering you one last chance to prevent this application being sent to the court, by making the following payments:

Current rent plus £[amount] every week/fortnight/month for a total of £[amount].

Your first payment is due in the week commencing [date] and must be made regularly and on time until the balance is cleared to prevent this Court application being made. If you have any queries with regard to this arrangement or wish to negotiate the amount, please contact me immediately to do so.

If you agree to comply with the above terms, please sign below and return one copy of this letter in the **prepaid envelope** provided before the date of your first payment. On receipt of this signed agreement, I will immediately put the court proceedings on hold as long as you maintain the payments. If I make an application to Court, it will be because you have not maintained the agreement.

Yours Sincerely,

[Landlord Name]  
[Landlord Signature]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign below and return one copy of this agreement in the prepaid envelope provided. The remaining copy is for you to retain for your records.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agree to the above terms.**

**Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**