

# Unpaid-rent notice preparation

Planning worksheet only. This document does not terminate a tenancy, demand payment or authorize removal. Use current official forms and case-specific legal advice.

Property / unit / legal owner or authorized agent / reviewer / date

| Review step            | Preparation / mark complete or flag for review                                                                                                 |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Lease and parties      | Verify the current lease, tenant names, due dates, payment terms, renewals and amendments.                                                     |
| Applicable protections | Check Chicago RLTO coverage, subsidy terms, federal requirements and any longer notice period before using a five-day form.                    |
| Rent calculation       | Reconcile rent, payments, credits, concessions and lawful increases. Keep fees and deposits separate; preserve disputes and repair records.    |
| Form review            | Use the appropriate current notice. Have counsel review the demand, dates, recipients and any required statutory language.                     |
| Service and deadline   | Choose a lawful method. Record actual delivery details. Count from after service; review weekends, holidays and any longer controlling period. |
| Payments and cure      | Log full and partial payments and agreements. Check the effect of acceptance and applicable Chicago cure rights before proceeding.             |
| Before any filing      | Recheck the ledger, expiration, service proof, tenant protections and unresolved issues. Preserve the notice and complete supporting file.     |
| Possession             | No lock changes, utility shutoffs or property removal to force a tenant out. The sheriff enforces an eviction order after the court process.   |

Primary references (click to open): [Illinois Courts eviction forms](#) | [735 ILCS 5/9-209: rent notice](#) | [Chicago 5-12-130: landlord remedies](#)  
[Full guide: jakenfinancegroup.com/blog/chicago-five-day-notice-unpaid-rent/](#)

# Ledger and service review record

Attach the actual lease, notice and delivery evidence. These blank records are not a notice, proof-of-service affidavit or filing form.

Property / unit / tenants / lease term / monthly rent / due date

| Rent period | Rent due | Payments | Credits | Unpaid rent |
|-------------|----------|----------|---------|-------------|
|             |          |          |         |             |
|             |          |          |         |             |
|             |          |          |         |             |
|             |          |          |         |             |
|             |          |          |         |             |

Ledger total / disputed amounts / payment allocation reviewed by

Service method / date / time / recipient / address / delivery evidence

Applicable notice period / calculated final day / holiday check / reviewer

Payments after service / acceptance / agreements / cure review

Outstanding issues / attorney review / next authorized step

Primary references (click to open): [Service: 735 ILCS 5/9-211](#) | [Proof: 735 ILCS 5/9-212](#) | [Time: 5 ILCS 70/1.11](#)

[Full guide: jakenfinancegroup.com/blog/chicago-five-day-notice-unpaid-rent/](#)