

**NOTICE OF INTENT TO FILE A COMPLAINT FOR SUMMARY EJECTMENT (Failure to Pay Rent)**  
**(Real Property Article § 8-401(c))**

**FROM:**

Landlord/Agent

Address

City, State, Zip

Telephone

E-mail Address

**TO:**

Tenant (1)

Tenant (2)

Tenant (3)

Tenant (4)

Address

City, State, Zip

Telephone

E-mail Address(es)

**THIS IS NOT A NOTICE OF EVICTION**

**An action for repossession of the property may be initiated if the total amount listed below is not paid within 10 days after the landlord provides this notice. You have a legal right to dispute the charges.**

The past-due rent and late fee amounts claimed by the landlord to be due are:

\$ \_\_\_\_\_ rent for the ☐ months ☐ weeks \_\_\_\_\_ to \_\_\_\_\_

\$ \_\_\_\_\_ \*late fees for the ☐ months ☐ weeks \_\_\_\_\_ to \_\_\_\_\_

\*Due pursuant to the terms of your lease.

\$ \_\_\_\_\_ \*TOTAL

\*Does not include other charges related to utilities, services, other fees, fines, and court costs.

At your request, the landlord must promptly provide you an itemized accounting of debits and credits (rental ledger) showing how the landlord came up with the amount they claim you owe.

**LANDLORD/AGENT CONTACT INFORMATION**

(if different from above)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**DATE AND METHOD OF PROVIDING NOTICE**

This notice is being provided to the tenant by the landlord on \_\_\_\_\_ by:

Date

☐ First-class mail – mail service certificate of mailing ☐ Affixed to the door of the leased property

☐ Delivered electronically by: ☐ E-mail message ☐ Text message ☐ Electronic tenant portal

**Note: Notice may be sent electronically only at the request of the tenant. If sent through a tenant portal, the portal must provide the landlord with proof of the transmission by which the landlord can verify the transmission.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landlord/Attorney/Agent

\_\_\_\_\_  
Attorney Number

**RESOURCES FOR TENANTS AND LANDLORDS**

- Under the **Access to Counsel in Evictions Law**, all income qualified tenants will have access to an attorney. Call 211 for a referral or visit [legalhelpmd.org](http://legalhelpmd.org) for more information.
- Alternative Dispute Resolution (ADR) Office [mdcourts.gov/district/adr/home](http://mdcourts.gov/district/adr/home)
  - **Mediation** is a conversation between the landlord and the tenant that is facilitated by a mediator. Topics discussed in mediation may include: the amount of rent that is due and how and when it might be paid; a move out date and conditions of moving out; modifying, extending or terminating the lease; and/or, other topics important to the landlord and to the tenant. Mediation is available **before and after a failure to pay rent case is filed** in the District Court of Maryland. **To request mediation, visit [mdcourts.gov/district/adr/landlordtenant](http://mdcourts.gov/district/adr/landlordtenant).**
- **Rental assistance may be available to both Landlords and Tenants.** Visit [mdcourts.gov/legalhelp/housing](http://mdcourts.gov/legalhelp/housing).
- **Speak with a lawyer for free at a Maryland Court Help Center.** Get legal advice, help with forms, and referrals to rental assistance programs. Visit [mdcourts.gov/helpcenter](http://mdcourts.gov/helpcenter) or call 410-260-1392.



**Maryland Court Help**

Free. Online. In Person. By Phone.

