

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Landlord Address]

From: [Tenant Name]

Address: [Property Address/Unit Number]

RE: CONDITIONAL PAY AND STAY SETTLEMENT PROPOSAL

Dear [Landlord Name],

I am writing to formally propose a settlement regarding the outstanding rent balance for the property located at [Property Address]. My goal is to resolve this debt while maintaining my residency under a "Pay and Stay" agreement.

1. Current Arrears:

As of [Date], the total amount of past-due rent is \$[Total Amount Owed].

2. Settlement Proposal:

I propose to pay the outstanding balance according to the following schedule:

- Initial Payment: \$[Amount] to be paid by [Date].
- Installment 1: \$[Amount] to be paid by [Date].
- Installment 2: \$[Amount] to be paid by [Date].

3. Conditions:

This offer is made on the condition that:

- All current and future rent payments will be made on time and in full.
- Upon receipt of the final payment listed above, the lease will be considered in good standing.
- Any pending eviction proceedings or "Pay or Quit" notices will be withdrawn or stayed pending the completion of this payment plan.

4. Default:

I understand that if I fail to make any of the payments outlined above, you reserve the right to resume legal proceedings for possession of the property.

Please indicate your acceptance of this proposal by signing below and returning a copy to me by [Date].

Sincerely,

[Tenant Signature]

ACCEPTED BY LANDLORD:

Signature: _____

Print Name: [Landlord/Authorized Agent Name]

Date: _____