

Record of Rent Tendered Within the Three-Day Notice Period

In accordance with the Kansas Residential Landlord and Tenant Act, K.S.A. 58-2564

To (Landlord or Property Manager)

Name

Street address

City / State / Zip

From (Tenant)

Name(s)

Rental address

City / State / Zip

Phone / email

Under K.S.A. 58-2564, when rent is unpaid a landlord must give written notice of nonpayment and of the intention to terminate, and the tenant has three days - three consecutive 24-hour periods - to pay. When that notice is mailed, an additional two days from the date of mailing is allowed. A landlord must accept the full amount owed if it is offered inside that window. A landlord is not required to accept a partial payment, or any payment offered after the period has ended.

Use this form the moment you receive a notice. Fill it in, keep your copy, and get a dated receipt for anything you pay. If you think your landlord may refuse the money, bring someone with you who can testify that you tried to pay.

The notice I received

Date of notice

Date I received it

Amount claimed due

Delivered by

Method of delivery: ☐ handed to me ☐ posted on my door ☐ mailed (add two days to the deadline)

Deadline to pay

What I offered

Date offered

Time offered

Amount offered

Paid by

Form of payment: ☐ cash ☐ money order ☐ cashier's check ☐ other

Result: ☐ payment accepted, receipt obtained ☐ payment refused

If refused, describe exactly what was said and by whom:

Witness

A witness who saw you offer the money can testify if this reaches a courtroom.

Witness name

Phone / email

Witness signature

If your landlord files for eviction

You will be served with a court summons. **Go to the hearing.** A tenant who does not appear generally loses by default, whatever the merits. Bring this form, your receipts, and your witness. Contact Kansas Legal Services at 316-267-3975 as soon as you are served.

Tenant signature

Printed name

Date
