NigeriaBuildingCost.ng · Free construction template — edit the blue cells, totals calculate automatically

Demand for Rent Arrears & 7-Day Owner's Notice

Sheet 1: a formal demand for unpaid rent. Sheet 2: the 7-day notice of intention to recover possession.

Date	23-Nov-2026	**Ref.**	RD/2026/07

TO (TENANT)

Tenant	Mr Chidi Eze (example)	**Premises**	Shop 4, 2 Market Road, Aba

ARREARS

Period	Rent due (₦)	Paid (₦)	Outstanding (₦)
Jan – Jun 2026	₦600,000	₦600,000	₦0
Jul – Dec 2026	₦600,000	₦200,000	₦400,000
Total	**₦1,200,000**	**₦800,000**	**₦400,000**

You are required to pay the outstanding rent shown above within 14 days of this demand, by transfer to: Bank ____, Account name ____, Account no. ____. If you have already paid, please send proof of payment and ignore this demand.

Landlord / agent

Name:

Date:

NigeriaBuildingCost.ng · Free construction template — edit the blue cells, totals calculate automatically

Seven (7) Days' Notice of Owner's Intention to Apply to Recover Possession

Serve after the notice to quit has expired, or after a fixed term has ended, if the tenant is still in the premises

Date	23-Nov-2026	**Premises**	Shop 4, 2 Market Road, Aba
Tenant	Mr Chidi Eze (example)	**Notice to quit expired on**	15-Nov-2026

I, ____ (landlord), give you notice that unless peaceable possession of the premises above, which you held of me under a tenancy which expired / was determined by notice to quit on the date shown, is given to me or my agent on or before the expiration of SEVEN (7) clear days from the service of this notice, I shall on ____ apply to the ____ Court for a summons to eject you from the premises, and claim rent / mesne profits of ₦____ per ____ from the date the tenancy ended until possession is given up.

Landlord / solicitor

Name:

Date:

PROOF OF SERVICE

Served on		**Served by**	
Method		**Witness**	

This is a general template, not legal advice. Laws and practice differ between states — have a qualified lawyer review the final document before anyone signs or pays. Recovery of premises procedure varies by state; a lawyer can file and serve the court process.

Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure.
Faster option: use the free Manage My Property — see arrears for every tenant at a glance at https://nigeriabuildingcost.ng/property-management-software-nigeria