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**Regarding: NOTICE OF ARREARS OF RENT**

**To: clients name**

**Date: todays date**

Please note that we have not received your rent payment due \_\_\_\_\_ 1, 2020. If you have not already done so, please send this payment immediately. You hereby owe the sum of $ \_\_\_\_, pursuant to Section (old contract14 / new contract18) of your Lease and will, in accordance with that provision, owe the sum of $100.00 per day until these arrears of rent are paid.

Rent payments pursuant to your lease are due on the first day of every month. From this day onwards, Shared Work Space Inc. (“SWS”) will be strictly enforcing this obligation pursuant to your Lease. Any lack of enforcement which may have occurred in no way constitutes a waiver of any of the remedies available in response to default under your Lease. Enforcement may include any or all of the following:

1. Termination of your Lease;
2. Seizure and possession of the Leased Premises;
3. Distress of your personal property kept within the Leased Premises;
4. Legal proceedings brought in the Ontario Superior Court of Justice for an order awarding damages and legal costs payable by you reflecting any and all arrears of rent, whether subsequent to the termination of the lease and/or seizure of property.

We hereby reserve the right to enforce any or all of these remedies at any time, notwithstanding the above-noted Section (14/18) obligation. In addition to all rent arrears and Section 14 obligations payable under the Lease, you will also be liable for legal fees and disbursements incurred by SWS in exercising any of these remedies, including bailiff services and court filing fees as applicable. We wish to remind you that in the event of termination, Section (26/39) of your Lease obliges you to pay twice the Base Rent payable for as long as you overhold the Leased Premises, as well as the usual Additional Rent. If you cannot pay the arrears cited above and/or ongoing rents, we ask that you contact SWS or the undersigned as soon as possible.

**Legal Department**

Shared Work Space Inc.