

THIS POLICY APPLIES TO ALL TENANTS

As stated in your signed lease, full rent payments are due on or before the 1st day of each month. Your account is considered delinquent if your FULL rent balance is not paid. **WE DO NOT ACCEPT CASH.**

As a courtesy, we will allow tenants to pay the full rent by the close of business on the 6th day of the month to avoid a late fee. There are **NO** additional days granted if the 6th day of the month falls on a weekend, or if there is a holiday prior to the 6th. Payments that are mailed with a post office postmark (**not the date of the check**) on or before the 6th day of the month will not be charged a late fee. If you cannot drop rent off during business hours, please use the **DROP BOX** in the rear of the building. Payments received that are requested to be held until after 6th are not considered paid prior to the due date. Balances owed as the result of a change in a subsidy allocation is the tenant’s responsibility. **OFFICE HOURS ARE: MONDAY-FRIDAY, 8 AM to 5 PM.**

If any check is returned for non-payment because of insufficient funds or any other reason, tenant will be charged a returned check charge of \$25, any additional bank fees, and a late payment charge. If tenant has a 2nd returned check, all future payments are required to be made by cashier’s check or money order.

A **\$40 Late Fee** will be assessed for the following circumstances:

- If the tenant rent amount is not paid in full by the close of business on the 6th day of the month.

All unpaid rent balances will be assessed a \$40 late fee on the 7th day of the month.

Example of Additional Charges – payment is due upon receipt.

Charge	Business Hours	After Hours
Per Incident	8am-5pm weekdays	5pm-8am, weekends, holidays
Lock change – 1 door	\$50	\$75
Lock change – 2 doors	\$75	\$100
Lockout – request staff to let tenant into unit	\$25	\$50
Sewer Cleanout – other than normal cleanout	\$90	\$115

City Code Violations will be billed to the tenant for payment.

A move-out report will be given to tenant outlining all damages and cleaning charges.

All inquiries regarding rent payments, late fees, charges, or account balances are to be directed to the Finance Manager, Lisa Montgomery.

Head of Household Signature

Co-Head of Household

Date