

# RENT COLLECTION POLICY AND PROCEDURE

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Date: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Property Name: \_\_\_\_\_

**RENT IS DUE IN ADVANCE ON THE FIRST DAY OF EACH MONTH AND  
MUST BE PAID NOT LATER THAN OR BEFORE THE DUE DATE**

**ALL RENT PAYMENTS ARE TO BE MADE TO:**

**ADDRESS WHERE PAYMENT IS TO BE MADE:**

\_\_\_\_\_ Suite/Apt. No.: \_\_\_\_\_

\_\_\_\_\_ State/Zip: \_\_\_\_\_

**METHOD OF PAYMENT:**

- Personal Check  Cashier's or Certified Check  Money Order  Cash or  Bank Draft  EFT/ATS  
 Internet Payment: \_\_\_\_\_  **NO CASH IS ACCEPTED AT ANY TIME**

**DELIVERY METHOD (Select One):**

1. Made in person and delivered to Landlord (at the above address) between the hours of  
 9:00 A.M. and 5:00 P.M., Monday through Friday,  
 \_\_\_\_\_ . M. and \_\_\_\_\_ . M., on the following days of the week;  
\_\_\_\_\_

After normal office hours or when the office is closed check to be personally delivered to landlord's office must be identified with payor's (tenant's) apartment number and deposited in the mail slot located on the office door. Landlord's office is subject to closure without notice. Rent must be timely paid whether the office is open or not.

2. By MAIL (to the above address) or  
 3. Other (describe); \_\_\_\_\_

**LATE PAYMENT, LATE CHARGES, LEGAL NOTICE AND REPORTING TO CREDIT AGENCY:**

Any resident paying rent AFTER the first day of the month must also pay a late charge fee of \$ \_\_\_\_\_.

Rent is late on the SECOND day of each month. On the third day of each month, a notice to pay rent or quit will be served upon tenant. If rent is not paid within the time stated on the notice, landlord may initiate eviction proceedings as soon as the law allows. In the event resident is issued three or more notices to pay in any 12 month period landlord may terminate resident's tenancy and begin eviction proceedings.

**CASHIERS CHECK OR MONEY ORDER IS REQUIRED TO CURE ANY PAY OR QUIT NOTICE**

Any resident paying by personal check, returned by the bank for any reason must pay a returned check fee of \$ \_\_\_\_\_ (in addition to any late charge described above).

**As required by law, you are hereby notified that a negative credit report reflecting  
on your credit history may be submitted to a credit reporting agency  
if you fail to fulfill the terms of your credit.**