



## Rent and Collection Policies

- ★ Rent is due on the 1st of the month, however, there is a grace period until the 5th of each month.
  - Rent is considered late as of the 6th and will incur a \$100 late fee as of this date. Personal checks will also not be accepted as of this date, only cash, certified check or money order.
- ★ We do not accept partial rent payments
- ★ It is our policy to not apply your security deposit towards a rent payment at any point during your lease, please do not make the request.
- ★ Should your personal check for rent payment come back to us as a NSF from the bank, you will incur a \$35 fee on your lease account.
  - After two NSF charges on your account, we will no longer be able to accept a personal check from you.
- ★ If utilizing our Propertyware Software program to make payments on your account, please remember that after the 5th of each month, you can not make a payment electronically as it is processed by ACH and delays us to receive it 2-3 days, therefore making you late.
- ★ Make sure your name and property address is clearly marked on your payment, or on the envelope holding it, especially if dropped off into our dropbox afterhours.
  - If it is not, we cannot apply your payment correctly and it may be considered late.
- ★ If your payment is considered late, which is as of the 6th of the month, then you will automatically receive a "3-Day Demand to Pay" notice on your property.
  - If you still do not pay within this allotted time, the owner of your property may request to initiate the eviction process.
- ★ Should you know ahead of time that your rent will be late, please contact our office at (386) 445-9911 ext. 111 as soon as you can. It will not eliminate the above notices, late fee or possibilities of actions, however, we can make a note of your delay on your account, to be considered in certain situations.
- ★ Uncollected charges and fees can and will be assessed against your security deposit claim at the time of move out or end of lease term.
  - Any and all charges and fees not obtained, will be sent out for collections and be reported to all credit reporting agencies.

We appreciate your business and value our client relationship with you. It is by maintaining policies expressed above, that allow us to serve you in a professional and financially reasonable way.

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Tenant's Signature

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Tenant's Printed Name

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Tenant's Signature

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Tenant's Printed Name