



COLLECTION POLICIES

(updated 10/10/03 collectn.wk4)

DAY	ACTION
1st	Rent due for month in advance.
4th	Rent late if received on/after this date. \$30 late fee assessed.
6th - 7th	3 Day notices to pay rent served
6th-12th	No personal checks allowed(money order/cashier check only)
13th	Eviction (Unlawful Detainer) starts.

RULES FOR TENANTS

- 1) **NO PARTIAL PAYMENTS ALLOWED AT ANY TIME: All rent must be paid in FULL**
- 2) **IF YOU BOUNCE a check you will have to pay by money order/cashiers check for next 12 months.**
- 3) **DAMAGES** caused by tenant to be paid within 30days of billing after which a \$30 late fee will be charged.
- 4) **IF MORE THAN 3 LATE FEES ASSESSED IN PREVIOUS 12 MONTHS** you may be asked to move out or if on a lease we may choose not to renew your lease.
- 5) **SECURITY DEPOSIT** cannot be used to pay rent.