

Late Rental Payment Policy

- As stated in your lease/rental agreement, rent payment is due on or before the 1st day of each month. **Currently no grace period is in effect.** Late payment will result in a penalty charge of \$25.00 plus \$5.00 per day late until paid in full. (For example- a payment received on the 4th is considered 3 days late and would incur a penalty of \$40.00.) In the event a payment check is returned for insufficient funds, Tenant agrees to pay an additional \$25.00 charge.
- **Monies received from Tenant will first be applied to fees/charges owed; balance will then be applied to current rent due.**
- In the event a check bounces, Landlord may require cash or certified funds for future payment.
- Payment must be received by Landlord on or before the due date at the following address: **3522 S. Keaton Ave., Tyler, TX 75701** or such place (foyer drop-box) as designated by Landlord in writing. Tenant understands that this may require early mailing. In the event a check bounces, Landlord may require cash or certified funds.
- If payment has not been received by the 2nd of the month a reminder notice will be sent detailing late payment fees and procedure.
- If payment in full, including all applicable late fees, is not received by the 4th, a 3-day Notice to Vacate may be posted.
- If necessary a forcible detainer (eviction) suit will be filed and prosecuted following the 3-day Notice to Vacate.
- Please be advised that unless prior arrangements are made, the above policy will be strictly enforced.