

## All Tenants..... Monthly Reminder

Rent is due 1-7<sup>th</sup> Of Every Month, Please mail out on or before the 4<sup>th</sup> so receive on the 7<sup>th</sup>.

If paying via ACH please have money in acct 1-3days prior because YOUR bank may put a hold it and may show up negative in your account. We can not control what banks do, we fax them docs with withdrawal once your ACH is setup. Setup up Payment Account on [www.Pay4Apartment.com](http://www.Pay4Apartment.com)

7<sup>th</sup> -10<sup>th</sup> \$50 Late Fee is due

If rent is NOT received by the 11<sup>th</sup> DO NOT PAY THE RENT eviction proceedings filed with court as per lease agreement, bring money to court along with late fee \$50, Court Fee \$54, Legal fee \$300. So Rent plus \$404 for all fees. *If 12 month lease is breached and money owed it will be filed with small claims courts once we win judgement will have it is processed with your employer to deduct from your paychecks.*

If you are on **section 8** your portion of the rent is also due on the above dates or late fees will be imposed.

Also please make sure your **PSEG bill NOT ESTIMATED**, if so please call PSEG to setup meter read appointment. If you are paying \$30 month for and its an estimated bill DO NOT be surprised when you receive a \$1000 bill for prorated energy used.

If your apartment is **electric heat** please make sure only use when someone home or in the rooms, if you run it 24/7 and house and/or rooms are empty it will get VERY VERY expensive.

**TRASH REMOVAL IS TENANTS RESPONSIBILITY AS PER LEASE, TAKE OUT ON TRASH DAY**

Please keep hallways clear and clean of all debris if any issues with leaks, rodents etc please contact us ASAP to remedy to issues. The exterminator schedule is in the hallway, please make sure he can access your apartments on those dates.

**PLEASE OBTAIN RENTERS INSURANCE LANDLORD INSURANCE DOES NOT COVER TENANTS BELONGINGS IF FLOOD, FIRE, THEFT OR ANY DAMAGES**

**Lets work together to make your apartment your HOME, looking forward to providing great services as your landlord.**