

## SECURITY DEPOSIT AND MONTHLY RENT PAYMENT INSTRUCTIONS

(Attachment 1)

**[INSERT YOUR COMPANY'S PREFERRED METHOD TO COLLECT SECURITY DEPOSIT AND RENT HERE]**

**Rental Payment Due Date & Late Fees:** Rent is due on the 1<sup>st</sup> day of each month and will be considered late if not received by midnight on the 3<sup>rd</sup> day of each month, except when that day falls on a weekend or legal holiday, in which case rent is due on the next business day. The late charge shall be \$25, plus \$25 for each additional day that the rent continues to be unpaid. The total late charge for any one month shall not exceed \$150. Landlord does not waive the right to insist on payment of the rent in full on the date it is due.

\*\*\* Free PDF Preview End \*\*\*

Purchase Required To Gain Total Access

Visit [www.propmgmtforms.com](http://www.propmgmtforms.com) To Purchase *Property Management Forms Package*