**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 **1st day** of each month and will be considered late if not received by midnight on the **3rd 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.

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