

ADDITIONAL CHARGES

1. All delinquencies and prior balances (i.e. late fees, lockout fees, etc.) will automatically be deducted from rental payment.

2. Lock changes- \$60.00 apartment lock, \$30.00 mailbox lock

3. Lock-outs:

\$20.00 If office personnel opens during office hours.

\$45.00 If office personnel or resident manager opens after office hours.

4. Replacement Keys:

\$ 10.00 Mailbox Key

\$ 10.00 Apartment Key

\$ 10.00 Restricted Area Key

5. Clogged Toilet Fees:

Charged by time and materials

6. Trash Removal Fees:

All trash is to be Placed in either the trash chute (if provided) or inside the dumpster. Any trash that is left in any common areas or beside the dumpster will be taken to the dumpster and the resident will be charged \$25 per bag plus a 15%administration fee.

7. A 15% administration fee will be imposed on all charges stemming from acts of negligence by resident(s).

8. Bad Check Fee:

First Bad Check - \$25.00

If Check is Returned A Second Time - \$30.00

Once two bad checks are recorded in our office, ALL future rental payments must be in cashier's check or money. Order form. NO EXCEPTIONS.

9. Monthly rent payments are due and payable on the first of each month. In order to comply with the terms of your lease, it is necessary that the entire rent amount be paid on or before the first of the month. For the convenience of our resident(s) a five (5) day grace period has been granted without penalty; however, after the fifth of the month all rents not received in our office, will be subject to a \$2.00 a day charge retroactive to the first of the month and all residents will be in violation of their lease. If the fifth falls on a Saturday, rent is due before the close of business Friday. If the fifth falls on Sunday, rent may be paid on Monday with no late fees being assessed. Rents not collected in our officers by the fourteenth of the month are turned over to the District Magistrate for collection.