

Kathy Richards Management, Inc.



the
"CAREtakers"

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Equal Housing Opportunity



This institution is an equal opportunity provider and employer.

RD RENT COLLECTION POLICY

To: _____

_____ Date

Dear Resident:

This memo serves to notify you that all rents are due on the **FIRST** of each month. The rent is considered **DELINQUENT** on the 10th of the month. If your rent is not received by the tenth of the month, you will be in default of the lease. If your rent is paid after the tenth of the month, you will be charged an additional \$10.00 late fee. The cost of any notices that we must serve due to this delinquent rent will also be your responsibility.

All Checks or Money Orders need to be made out to _____ Apartments. The apartment number must also be noted on the check or money order. This is important for your account to be credited accurately.

If you should write a check that is drawn on an account with insufficient funds, you will be charged a \$6.00 NSF fee. If there should be a second NSF check, you will be charged an additional \$6.00 NSF fee and thereafter, we will not accept your personal check. It will be necessary for you to send us a bank or postal money order.

Sincerely,

Manager

Tenant acknowledges receipt of collection policy

991-9/04

TDD NUMBERS: Michigan 800-649-3777
Wisconsin 715-345-7614

Illinois 217-403-624

Ohio 1-800-855-1155
Indiana 317-290-3348