HOW DO OUR LATE FEES WORK?

- Late fees of $15.00 are applied **every five (5)** days past due. Late notices are sent every 5 days.
- The first late fee is applied on the 5th day past due, second on the 10th day past due, third on the 15th day past due, and fourth on the 20th day past due.
- Your **grace period is only good for four (4) days** after payment is due.
- Lien fees of $85.00 will be assessed on the 30th day of non-payment, lock will be cut, and lien processed.

  Example: Your payment is due on the 2nd of each month. There are 30 days within the month.

- **2nd** = Day 0 in billing cycle; payment is due but not past due.
- **3rd** = Day 1 in billing cycle; payment is 1 day past due but in grace period.
- **4th** = Day 2 in billing cycle; payment is 2 days past due but in grace period.
- **5th** = Day 3 in billing cycle; payment is 3 days past due but in grace period.
- **6th** = Day 4 in billing cycle; payment is 4 days past due but in grace period.
- **7th** = **Day 5** in billing cycle; payment is **5** days past due and now charged initial $15.00 late fee. Bill total is now <u>$15.00 in late fees + unpaid rent</u>.
- **8th** = Day 6 in billing cycle; payment is 6 days past due and still within 1st late cycle.
- **9th** = Day 7 in billing cycle; payment is 7 days past due and still within 1st late cycle.
- **10th** = Day 8 in billing cycle; payment is 8 days past due and still within 1st late cycle.
- **11th** = Day 9 in billing cycle; payment is 9 days past due and still within 1st late cycle.
- **12th** = **Day 10** in billing cycle; payment is **10** days past due and now charged an additional $15.00 late fee. Bill total is now at <u>$30.00 in late fees + unpaid rent</u>.
- **13th** = Day 11 in billing cycle; payment is 11 days past due and still within 2nd late cycle.
- **14th** = Day 12 in billing cycle; payment is 12 days past due and still within 2nd late cycle.
- **15th** = Day 13 in billing cycle; payment is 13 days past due and still within 2nd late cycle.
- **16th** = Day 14 in billing cycle; payment is 14 days past due and still within 2nd late cycle.
- **17th** = **Day 15** in billing cycle; payment is **15** days past due and now charged an additional $15.00 late fee. Bill total is now at <u>$45.00 in late fees + unpaid rent</u>.
- **18th** = Day 16 in billing cycle; payment is 16 days past due and still within 3rd late cycle.
- **19th** = Day 17 in billing cycle; payment is 17 days past due and still within 3rd late cycle.
- **20th** = Day 18 in billing cycle; payment is 18 days past due and still within 3rd late cycle.
- **21st** = Day 19 in billing cycle; payment is 19 days past due and still within 3rd late cycle.
- **22nd** = **Day 20** in billing cycle; payment is **20** days past due and now charged an additional $15.00 late fee. Bill total is now at <u>$60.00 in late fees + unpaid rent</u>.
- **23rd** = Day 21 in billing cycle; payment is 21 days past due and still within 4th late cycle.
- **24th** = Day 22 in billing cycle; payment is 22 days past due and still within 4th late cycle.
- **25th** = Day 23 in billing cycle; payment is 23 days past due and still within 4th late cycle.
- **26th** = Day 24 in billing cycle; payment is 24 days past due and still within 4th late cycle.
- **27th** = Day 25 in billing cycle; payment is 25 days past due and still within 4th late cycle.
- **28th** = Day 26 in billing cycle; payment is 26 days past due and still within 4th late cycle.
- **29th** = Day 27 in billing cycle; payment is 27 days past due and still within 4th late cycle.
- **30th** = Day 28 in billing cycle; payment is 28 days past due and still within 4th late cycle.
- **1st** = Day 29 in billing cycle; payment is 29 days past due and still within 4th late cycle.
- **2nd** = **Day 30** in billing cycle; payment is **30** days past due and now charged an $85.00 lien fee, lock is cut on the unit, and lien processed. Customer owes:
  <u>lien fee of $85.00</u>, <u>past due late fees of $60.00</u>, <u>unpaid rent amount</u>, and <u>rent for the new month</u>.

Signature:_____