

RESIDENT MEMORANDUM

Date April 16, 2007
To Grandin Properties Residents
Subject Rent Payment Policy

We hope this will answer some questions that have been posed by residents recently:

1. When is rent due? **Rent is due on or before the 1st day of the month.** Rent that is dropped off at either the San Carlos rent box or our Madison Road office after 5:00 p.m. on the 1st of the month is late. We recommend that rent checks be dated for the first of the month and dropped off/mailed between the 25th and the last day of the preceding month (for example, drop off May rent between April 25-30). This ensures that the check will not be deposited until then, you will avoid late fees, and we will have our money on time!
2. What if the first of the month falls on a weekend or holiday? The rent is still due on the first. If we do not work on the weekend or holiday (and yes, sometimes we do), we will stop by the building **before 7:00 a.m.** the next day to pick up the rents. Any rent not in the office by then is considered late.
3. What if I am out of town? Same as above. Send the check in early – you have our assurance that it will not be deposited until the 1st of the month.
4. How much is the late fee? The late fee is \$50 when rent is received after the 1st of the month. As indicated in your lease, there is a \$5/day charge. We typically do not post this charge unless rents are not received by the 5th of the month or in cases of repeated late rent.
5. Why is the late fee so high? As we have explained before, we really do not want your late fee – we want your rent paid on time! We hope that residents will consider it so restrictive as to pay on time. The bank deducts our mortgage on the 1st of the month, and we need to deposit the rents to cover the deduction. Please keep in mind that late rents result in additional staff time to collect the rent, make entries and deposit the checks. These are very real costs that need to be met.

We hope this answers your questions. Please call our office at any time with any concerns or questions you may have.

The Management
513/871-7110