

## RINALDI PEASE COMPANIES RENT PAYMENT POLICY

*Effective 10/01/2022*



To Whom It May Concern:

- **Rent is due in full on the first day of each month.** The expectation is that you pay your entire monthly rent on the 1st every month.
- **The preferred method of rent payment is via our online tenant portal.** There you may link your bank account and pay via electronic funds transfer, or pay by credit or debit card. You may also pay by Zelle, Venmo, Apple Pay Cash, certified check, money order, personal check, or physical cash by going in-person to any PeoplesBank or City of Boston Credit Union branch.
- **If you have not paid your full balance on or about the 10th day of each month, a Notice to Quit will be issued.** A Notice to Quit is a legal document which instructs you to pay your rent balance within fourteen days, or return the keys to the Landlord and move-out.
- **Should you have any past due rent after thirty days, a late fee will be charged according to your lease agreement, which is typically 15% of your monthly rent.** For example, if your monthly rent is \$2,000.00, you would owe a late fee of \$300.00 after 30 days.
- **If at any time you believe you will not be able to pay your rent in full on the first, we ask that you contact us and communicate that in advance.** We encourage you to always pay what you can as soon as you can, even if it is not the full amount due or it must be sent in multiple payments. We are happy to discuss setting up reasonable payment plans. You should also research housing assistance programs to see if you can get help to pay your rent, and if eligible, apply as soon as possible. It is important to inform us if you apply for housing assistance of any kind, including proof of application and your ID number with the program. We accept all public assistance of any kind, and are happy to work with your specific program to provide the documentation they may need.
- **Unfortunately, after the 14 day period expires from the Notice to Quit, if we do not have a plan in place with you, an eviction will be filed against you in court.** Based on this timeline, this will typically occur at the end of the month that you have the unaddressed balance. Eviction is a legal process in which we ask a judge to order you removed from the property, and issue a judgment against you for any outstanding balance. We hope to avoid this at all costs, as even the filling of an eviction can impact your ability to obtain housing or credit in the future. Eviction is always viewed by us as a method of last resort.

Please do not hesitate to contact us with any questions.

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