

RENT COLLECTION POLICIES

Rent is due on the first of each month. If you owe more than one half of one month's rent on the 5th- a late fee of \$5.00 will be assessed. An additional; \$1.00 per day will be charged to your account until your balance is paid in full for each month. **Late fees will continue to accumulate \$1.00 per day until your total account balance is paid in full. (0.00 due)**

3 Day Notices are a legal document that we will send – demanding rent be paid within 3 days. A Notice will be mailed to you on the 6th day of the month if you owe more than ½ of one month's rent. It is imperative that you respond quickly- as legal and court fees are very expensive.

Notice of Petition: On or about the 12th of each month, if you owe one month's rent or more we will process a Notice of Petition and the City Marshall will personally serve it to you. **The fee for Marshall's service and the fee to set a court date are \$80.00.** These charges will be added to your other account. The Notice of Petition will state your scheduled court date and the amount you will need to pay to prevent an eviction.

Warrant and Judgement: Once in court, if you still have not paid your rent, we will seek a Warrant & Judgement. **The cost for this is an additional \$ 110.00.** This charge will also be added to your other account.

A **Warrant** will grant TRIP immediate control of your unit and also dictates by the judge that you pay all monies owed to TRIP.

Judgements: TRIP will seek to collect all monies owed. We will accept a payment agreement within ten days of move out. A judgement will allow us to utilize all resources available through our court systems for collection. More Importantly: You will also be ineligible to live in public housing or obtain a section 8 voucher until the debt is paid in full.

Other Charges Include:

Water Bills Late Fee's Legal Fee's Service Calls Other Miscellaneous charges.

**A telephone call to advise of your personal situation will not preserve your rights in this matter. Please let us know if we can be of assistance in providing documentation for social services or other assistance programs. It is important to keep your account status in good standing at all times.

Owner

Tenant

Date

Date