

LATE RENT NOTICE

TO: _____

DATE: _____
COMPLEX: _____

RE: Rent Collection Policy

Evergreen Construction Company, the managing agent shall collect rent in accordance with the tenant's lease, which conforms with HUD procedures and abides by and follows North Carolina Real Estate Law.

Policy in Summary:

1. Rent is due on or before the first (1st) day of each month.
2. Any rent not paid by the end of the fifth (5th) day of the month is subject to a fifteen dollar (\$15.00) late fee on the sixth (6th) day of the month.
3. Any tenant who has not paid rent and late fees by the tenth (10th) day of the month will have eviction procedures initiated against them.

This notice serves as a reminder that your rent was not received by the fifth (5th) day of the month. You have until the tenth (10th) day of the month to pay the following amounts, otherwise this policy will be enforced.

Rent \$ _____ for the month of _____

Late fee of \$ 15.00

Total Amount Due \$ _____ (By the 10th day of the month)

If you have any questions, please contact the office at _____.

Sincerely,

Manager

