**POLICY REGARDING RENTAL ACCOUNT PAYMENTS**

All rent and other account charges are due and payable in full on **the first of the month**.

There may be other tenant charges, besides rent, such as late charges, NSF charges, repair bills, utility bill, etc. **It is the tenant’s responsibility to find out what is owed on his/her account and to make full payment on or before the first of the following month.** You may always call our office to see what your account status is.

**CASH IS *NOT* ACCEPTED. RENT MUST BE PAID IN FULL BY ONE FORM: a single CHECK (from only ONE account), MONEY ORDER OR CASHIERS’ CHECK.** If we receive a partial payment on your account (rent not paid in full or other charges due in addition the rent), we have the right to return or hold the payment until full payment is made, in which case we will attempt to notify the tenant by phone or mail. A late charge will be assessed if full payment is not received by the grace period date on your rental contract.

If a tenant disputes a charge on his/her account, the tenant must resolve the matter with our office before the charge is due and late charge is assessed.

All returned checks will be treated as unpaid rent and be subject to a late charge and returned check charge. Returned checks must be replaced by money order or a cashiers’ check within 72 hours of notification.

Post-dated checks will not be accepted and will be returned. All payments are processed when received.

**A late charge is automatically assessed if payment in full is not received in our office by 11:59p.m. on the last grace day specified on the rental agreement.** Payment is considered received *only when it is actually in our office and funds are available* (the envelope postmark and the date on the check are not taken into consideration).

**If the grace period falls on a day when our office is closed, properly identified payments (checks and money orders only - no cash) may be put through the drop slot at our office.** We date stamp rent payments seven days per week, including holidays.

We will not waive any late charges unless we made the error in assessing the late charge.

Security deposits may not be used to pay last month’s rent.

It is our policy (in compliance with Oregon Tenant/Landlord Statute 90.400) to issue a “72 Hour Notice” of nonpayment on or after the 8th of the month (7 days after rent is due) when full payment has not been received in our office. It is a notice of intention to terminate the agreement (not the actual contract termination), if the breach of contract is not remedied by the date specified on the notice. If we proceed with the intention to terminate and file in court for the termination, the tenant is additionally responsible for the court and sheriff filing charges, as provided by law.

Tenants are always responsible for a minimum of thirty days rent from the date the written notice to vacate is received, whether given by the tenant or the landlord, unless otherwise agreed to in writing.

Please call our office if you wish further clarification of our payment policy or to find out what your account status is at any given time. These policies are subject to change and such changes will be posted in our office.