

## WHERE'S MY MONEY?

You must agree to the following scheduling :

Regardless of when your lease payment is due ( 1<sup>st</sup> or 15<sup>th</sup> ) our accounting month closes on the 28<sup>th</sup>

Invoices are paid, check runs are on the 30<sup>th</sup>

Management fees are paid, and your proceeds are sent EFT

Your funds will be released to you on the last day of the calendar month Should that fall on a weekend, it will be released on the next business day

Once we initiate the EFT, the funds are out of our control. First National completed the transfer to your bank. How long it takes to clear your account should be discussed with your bank

No paper checks

## WHERE'S THE MONEY FOR THE WATER BILL?

We bill the tenants on Friday of the week it is received at our office

It is strongly suggested that a landlord tenant agreement be in place. Billing copies will be sent to you to monitor.

If we are to bill – back your tenants, there is a \$ 5.00 charge for each bill handled. Please review your contract.

When the utility bill payments are received, they will be released along with your rent proceeds

We are not a bank. We do not pay those bills for you

If we are billing back, please be aware you may not receive payment for “ June’s bill “ until the end of July

If you do not understand or agree to this, we won't be a good fit for management and suggest you contact a company that charges 9 to 10 % of your monthly rent. They may handle things in a more acceptable manner.