



# TENANT PAYMENT POLICY

*Secure Properties, LLC expects rent to be paid on time on or before your rent due date. Late payments, legal notices, and eviction proceedings will be reported to the appropriate agencies for failure of compliance.*

*Our policy for tenant payments is as follows*

## **Account Balance Due On or Before the 1<sup>st</sup> In Full:**

Rent is due on the 1<sup>st</sup> of each month.

Any and All other fees or charges posted to your account are due along with rent on the 1<sup>st</sup>.

Other charges may include, but are not limited to:

applicable utility charges or charges for-maintenance, repairs, and fines from the City due to tenant neglect.

## **UTILITIES:**

Payment for all utilities (gas, electric, water/sewerage) is the responsibility of the tenant.

If you have not completed a Landlord-Tenant Affidavit with the DWSD you are required to pay your water & sewerages charges along with rent to us on your due date.

If you did complete a Landlord-Tenant Affidavit with the DWSD you are required to pay your water & sewerage bill to the Water & Sewerage Department by the date due.

## **5 Day Grace Period & Late Fee:**

Five days are given to pay your account balance in full before a Late Fee is charged to your account.

Our Late Fee is \$75 - charged automatically at 12:00 am on the 6<sup>th</sup>

~We Do Not Waive Late Fees – No Exceptions~

## **NSF:**

You will be charged for any payments received that are reversed or returned due to:

Insufficient or Non-Sufficient Funds(NSF)

You will receive a \$20 fee + plus the amount of any expense charged to Secure Properties as a result.

~If payment is also received late due to NSF you will be charged the \$75 Late Fee.~

## **7-Day Notice:**

A legal notice for "Demand of Possession Non-Payment of Rent" will be sent to all tenants who have not submitted payment for their entire account balance before the end of the Grace Period(12 am on the 6<sup>th</sup>).

~If you receive a 7-Day Notice, payment must be received in full via Money Order only.~

~The ability to submit online payments will be disabled until entire account balance is received.~

## **Eviction Proceedings:**

Legal action will be taken against all delinquent tenants who have not paid their entire account balance IN FULL via Money Order before the expiration of a 7-Day Notice.

Judgment ruled in our favor by the 36<sup>th</sup> Court will require you to:

Pay your entire account balance + all court, attorney, and bailiff fees that we have incurred.

~If payment is not received in accordance with a judgment an "Order for Eviction" will be filed.~

With an "Order of Eviction" we may have a bailiff forcibly remove you & your belongings from the property and we will begin collection through the Court for any unpaid debt.

## **Debt Collection:**

All unpaid debts will be sent to our Attorney for collection!

~This may result in garnishment of wages, taxes, bank accounts, and/or seizure of assets.~

A "Discovery Subpoena" may be filed with the Court to obtain details of your finances and assets.

Failure to show to Court after receiving a subpoena may result in arrest.

## **RENT MAY BE PAID USING THE FOLLOWING PAYMENT METHODS**

E-Check (FREE) OR Debit/Credit Card (flat fee)  
via our online Tenant Portal at:

[www.Secure-Properties.com/Tenant-Portal](http://www.Secure-Properties.com/Tenant-Portal)

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Pay up to \$1,500 in Cash (\$3.99 transaction fee)  
via your PayNearMe PaySlip at:

7-Eleven

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Money Order

Make payable to Secure Properties, LLC & deliver to our office at:

22511 Telegraph Rd.

Suite 100

Southfield, MI 48033

\*\*Please do not send Money Orders by mail, as mail (unfortunately) gets lost in transit or delivered late\*\*

\*\*We are not responsible for payments lost in the mail.\*\*