



## RENT PAYMENT RULES

### Rental Payments:

1. Rent Payments in full are due on the first day of the month and no later than the fifth of each month.
2. Rent should be paid via the tenant portal, which can be found online at <http://www.bertschproperties.com/payment-portal/>. If you do not have internet, you may mail or deliver payments to 4554 N. Maplewood Ave., Gdn, Chicago, IL 60625. Rent check should be made out to Bertsch Properties, LLC.
3. **CASH PAYMENT IS NOT ACCEPTED.**
4. Roommates are jointly & severally liable for the full payment of rent and all fees incurred. Even if you have a separate arrangement with your roommate to pay a portion of the rent, and you already paid your share of the rent, you are still held liable for paying the remainder if your roommate does not pay their portion!

### If your rent is late:

1. If we have not received the full rental payment by the 5<sup>th</sup> of the month, a late fee is added to your balance.
2. If your balance is not fully paid by the 5<sup>th</sup> of the following month, you will incur *another* late fee, and so on. It is in your best interest to make sure all fees are settled monthly.
3. If your account is delinquent after the 5<sup>th</sup>, expect that we will take the following steps:
  - a. Call and/or email you and request payment
  - b. Deliver a copy of your ledger to your home (*if you have questions about the balance*)
4. If your account is not current by the 10<sup>th</sup> of the month, you may be served a Five-Day Notice. If payment is not received within the 5-day period, an eviction case will be filed and your payment history will be reported to the credit bureaus & to the national tenant tracking service.
5. If one roommate falls behind on rent, ALL roommates run the risk of eviction & negative marks on their credit scores. The same extends to co-signers.
6. If we file to evict you, you will be filled for the court costs and attorney fees (\$400 and up) even if you subsequently pay off your account.
7. Repeatedly delinquent accounts run the risk of not being allowed to renew their lease when they expire.
8. Tenants who receive NSF fees will be required to pay \$25 and may be required to provide future rent payments in secured funds only (example: Cashier's Check or Money Orders)

We appreciate your efforts pay your rent on time. In the event that something happens that will prevent you from paying on time, it is always preferable to contact us at 773-267-1115 or email us at [accounts@bertschproperties.com](mailto:accounts@bertschproperties.com) to work out a payment plan ahead of time, before legal proceedings are necessary.