**RENT COLLECTION POLICY**

Evergreen Construction Company, the managing agent, shall collect rent in accordance with the tenant’s lease, which conforms with 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 in full by the end of the business day on the fifth (5th) day of the month is subject to a $\_\_\_\_\_\_\_\_ dollar late fee. (5% or $20.00 but no less than $15.00)
3. Any tenant who has not paid rent and late fees by the tenth (10th) day of the month shall have eviction procedures initiated against them. To stop this process will require paying the delinquent rent, late fee and the cost of court papers that were filed at the local county courthouse on the eleventh (11th) day of the month.
4. After step 3 is court action.

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**Tenant Date Manager Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co-Tenant Date**

**This is an attempt to collect a debt.**

“This institution is an equal opportunity provider and employer”

EHLogo **EQUAL HOUSING OPPORTUNITY** j0254497

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