

Guidelines for Rental Payments

- West Chatham Management, Inc. will ONLY accept Money Order, Cashier Checks or Online payments for the following upfront fees: Holding Fee, 1st Months rent, Pet Fee, Pet Deposit and Security Deposit. Personal checks or cash will not be an acceptable method of payment for these fees/deposits.
- Monthly rent can be paid by visiting www.westchathamgt.com and logging you're your Resident Portal. You may also pay with personal check, money order, cashier check. If a personal check is returned for nonsufficient funds, a \$45 NSF and the 10% late fees will be charged and personal checks will no longer be an acceptable form of payment.
- Make sure to retain your copies when paying by Money Order or Cashier's Check. If you bring your payment into our office during regular business hours please make sure you receive a written receipt for payment.
- Money Orders and Cashier's Checks must be made payable to **West Chatham Management, DO NOT LEAVE BLANK**. WCM will not be responsible for lost payments that are left blank and dropped off at our office either in outside drop box or at the front desk.
- Rent is DUE on the 1st of each month. There is a 5 day grace period provided, however, this is a courtesy and we highly recommend making your payments on or prior to the first day of each month.
- If the 5th of the month lands on a holiday or weekend the payment must be received by the end of the following business day.
- If rent is not received within the time allotted a **late fee equal to 10% of rent** will be charged. Rent will not be accepted without the late fee included. Property Manager may, but is under no obligation, to accept payment regardless of late fee.
- If payment, in full, has not been received on or before 8 a.m. on the 2nd Monday of the month, Property Management may begin dispossessionary procedures.
- Once a dispossessionary is filed, the tenant will be held responsible for all court and administrative costs. The 2nd time a dispossessionary is filed; WCM will not accept payment and will follow through with the eviction. All early lease termination charges will apply.
- A monthly Investor Meeting is held. Investors are notified of all defaults by Tenants, if any. Rental Payment history and Quarterly Inspections of property are reviewed and taken into consideration when request for lease renewal has been made.