South Campus Commons
RENT COLLECTION POLICY

The following Rent Collection Policy is incorporated by reference and made a part to the Lease between Landlord and Tenant.

1. All Monthly Installments of Base Rent are due and payable as set forth by the Lease on or before the first (1st) day of each month by cashier's check, certified check, personal check, credit card, electronic funds transfer, or money order. Current residents ONLY are eligible to use credit card and electronic funds transfer through the online Resident Portal. Credit card payments are currently accepted with a 2.5% transaction fee. No bills, invoices or statements will be sent.

2. It is the payee's sole responsibility to ensure that all electronic payments are submitted without error and sufficient funds are available by the 10th of each month or else a late fee will be assessed to Tenant's account.

3. Rental payments for South Campus Commons shall be made payable to "South Campus Commons" and mailed to South Campus Commons, 4230 Knox Rd., Suite 1101 College Park, MD 20740 in time to be received by the 10th of the month or paid at the management office of the same address Monday through Friday during business hours. Rent payment drop boxes are available in SCC Building 1, Building 3 and Building 6 near the Service Desks.

4. Rent must be paid in full. Partial payments, incomplete (lacking amount or signature) checks and post dated checks are not acceptable, and may be mailed back to the address of record for the Tenant. If such payment is submitted, the Tenant is responsible for any resultant late fees, NSF fees, and bank fees that may result. Please write your full name and the complete address of your Premises in the memo section of the check.

5. There will be a five percent (5%) late fee charged to Tenant's rental account if any Monthly Installments of Base Rent is paid AFTER the tenth (10th) day of the month. Late charges are considered to be and are collectable as additional rent. Late fees will apply despite weekends or holidays during which the management office is closed.

6. If any Monthly Installment of Base Rent is not paid in full by the first (1st) day of the month, legal action may be taken to collect same and/or to recover possession of the Premises. The cost for all such actions will be charged to the Tenant's account. Personal checks will not be accepted for payment once legal action has been filed. In such event, the balance must be paid by cashier's check, certified check or money order only.

7. Checks will only be submitted to the issuing bank once for payment. If Tenant's bank returns a check for non-sufficient funds (NSF), Tenant is required to repay the amount of the check and all additional charges immediately upon notification. All returned checks are charged a twenty-five dollar ($25.00) returned check fee, in addition to the five percent (5%) late charge (if repayment is received after the 10th day of the month). After two (2) NSF checks, personal checks may no longer be accepted from Tenant; only cashier's checks, certified checks or money orders will be accepted.

8. Any rent not paid when due will be reasonable grounds for termination and/or non-renewal of lease.

9. Any monies remaining owed 30 days after lease expiration date may be submitted to a collection agency. All collections fees and expenses will be charged to the tenant.

TENANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THE RENT COLLECTION POLICY.

_____	_____	_____
Tenant Signature	Date	Apartment Number