



Management Information

Office Hours

Monday – Friday 9:00 AM to 5:00 PM
Saturday and Sunday Closed

Rent Payment Information

- ◆ Your lease agreement is paid in twelve equal monthly payments including September.
- ◆ The rent payment **is due on or before the first of each month**. It must be either postmarked by the first or dropped off at our office at 28 E 11th Ave.
- ◆ All rent received after the first of the month is subject to a \$35.00 late fee and a recurring charge of \$5.00 per day thereafter until paid **in full**.
- ◆ If there are multiple residents in the unit, the **rent MUST be paid** in the form of **one** (1) check or money order (we do not accept cash).
- ◆ Payments must have your name, present address, and current phone number, as well as what the payment is for (ex. Nov. Rent or Dec. Water).
- ◆ Any check returned from the bank, regardless of reason, is subject to a bounced check fee of \$35.00. In addition, if we do receive a returned check, we reserve the right to require any and all future payments be made by money order.

What happens if I do not pay rent on the first of the month? It is important that you understand our policy at Hometeam Properties Management Co., LLC. **If we do not have your rent payment in full by the first of the month, you will be assessed a \$35 late fee. In addition, for each day thereafter that we do not have your full rent payment, we will charge you \$5 per day until your account is paid IN FULL** (as per your lease agreement). By the 10th of each month any accounts that have not been cleared up (or payment arrangements have not been made in writing) may be served with a “notice to leave premises” as required under the Ohio Revised Code Section 1923.04. This notice gives us legal right to file an eviction against all occupants of the unit if the account had not been cleared up within three business days. An eviction does not relieve you or your co-signers from any damages to the property and you will still be legally responsible for the balance on your lease contract.

Residents that are having financial problems are urged to call our office. One phone call might prevent the costs and embarrassment associated with an eviction. The earlier we know there is a problem, the sooner we will be able to work out an agreement that benefits both parties. The important thing is not to ignore your financial responsibilities.