

How to Pay Rent, When It Is Due, & Late Fees

- **Payments are not recorded to your account as received until we actually receive them, not on the date you initiate online or mail the payment.** It usually takes at least **3-5 business days** (Monday-Friday only) for us to receive online payments. Pay attention to dates as you are making payments online and setting up auto pay options. If you initiate or have your payment scheduled for the 30th and that falls on a weekend, your payment will not start processing until the following Monday, and you could be running a risk of the payment being late.
- Payments can be paid online with debit cards, credit cards, and ACH payments. **Online payments are made through a third-party company, Zego.** This is a service JD Realty pays for to allow tenants to have this option, a link is provided on our website. You will need to set up an account to make online payments. You are not making payments directly to JD Realty when you initiate them (you make your payment to Zego, they process it, they pay it out to our company, and it is deposited the following day into our bank account) we cannot count rent as received until Zego pays it out. The date received is recorded as the payout date from Zego. The processing time varies depending on your choices, but we suggest you allow 5 business days for payments to process to ensure rent is not late. There are express payment options as well. The fees and time frames are disclosed when you make your payment.
- Payments can also be paid in the office in cash, check, certified funds, or money order, **we do not accept card payments in the office.** If you cannot make it by the office when we are open checks, certified funds, and money orders can be put in the drop slot. DO NOT PUT CASH IN THE DROP BOX. The drop box is accessed through the silver mail slot (marked JD Realty) on our back door.
- Rent can also be mailed to us at 1817 NW 13th St Suite 1 Gainesville, FL 32609. Mailed payments are counted as received when we receive them. The postmark date is irrelevant. Mail can be unreliable so mail payment early to insure we receive it on time. We check our mail daily and payments are recorded as received on the day they are in our mailbox.
- Rent is due on the 1st of every month and there is a grace period until the 3rd before late fees begin accruing. Rent received on or after the 4th is considered late. On the 4th a \$75.00 late fee is charged and \$5 is added to the late fee for every day after the 4th that the rent goes unpaid in full. Please remember that rent must be PAID IN FULL before the 4th, meaning if rent is split between roommates each tenant must get their portion in on time to not be late. If one tenant is late, all tenants are late on a joint and several lease, there is no personal responsibility for just your portion. Late fees are due regardless of if you paid on time, but your roommate(s) did not. We do not acknowledge tenant divisions of rent; the full amount is owed regardless of how much roommates have decided each will pay. If late fees are not paid before moving out the amount owed is deducted from the security deposit

Please contact us if you have any questions about how to make sure your rent gets paid on time so you can avoid late fees. The number one question on landlord references is: Was rent paid on time, how many times late? Number two: Were there any lease violations? Third: How was the property kept? Allow us to give you a strong future reference.

TENANT SIGNATURE _____ DATE: _____ TENANT SIGNATURE _____ DATE: _____

TENANT SIGNATURE _____ DATE: _____ TENANT SIGNATURE _____ DATE: _____