Rent Payment Guidelines for Dart Properties

Revised: 12/21/2016

To ensure your rent payment is processed in a timely and effective manner, please review the Rent Payments Guidelines as outlined below. Nothing contained in these Guidelines changes your lease obligations.

YOU ARE RESPONSIBILE TO ASSURE THAT YOUR RENT IS PAID ON TIME AND THAT THE AMOUNT YOU PAY IS ACCURATE.

AS DESCRIBED IN YOUR LEASE AND ALLOWED BY LAW, IF YOUR RENT IS NOT PAID TIMELY THEN ADDITIONAL FEES AND COSTS WILL BE ADDED TO YOUR REGULAR MONTHLY RENT PAYMENT.

IF YOU ARE PAYING YOUR RENT AFTER THE GRACE PERIOD, THEN YOU SHOULD MAKE CERTAIN THAT THE AMOUNT YOU ARE PAYING CONSTITUTES A FULL RENT PAYMENT.

PARTIAL RENT PAYMENTS ARE NOT ACCEPTED, WILL BE RETURNED TO YOU BY UNITED STATES MAIL, AND COULD RESULT IN YOUR INCURRING ADDITIONAL FEES AND COSTS.

- Rental Payments, as described in your lease, are due on the **First** day of the month. We allow a grace period until the close of business on the **Fifth** day of the month.
    - Payments sent via mail which are postmarked by the Fifth day of the month will not be considered late or subject to a late fee. <u>It is the responsibility of the Resident to ensure payments are postmarked accordingly</u>. Dart Properties will only accept a valid postmark as proof that rent was timely mailed.
- <u>Dart Properties only accepts Full Rent Payments</u>. A "Full Rent Payment" includes not only rent but all fees and costs allowed by law, described in your lease, the lease addenda and these guidelines, if any.
- Partial payments are not accepted and will be returned to sender via first class mail to your apartment address or such other mailing address as you have provided in writing to Management.
- It is your responsibility to monitor your mailbox on a regular and timely basis for returned payments and/or correspondence from Management. If you do not intend to use your onsite mailbox, then it is your responsibility to provide Management with an alternate mailing address.

- After your first month, at Management's discretion and by your request, we accept payments of rent for up to three months for accounts in good standing. This includes the current month plus two additional consecutive months.

- All payments should be made payable to **your apartment community's name** in one of the following forms:
    - Personal Check;
    - Certified Funds (i.e. Cashier's Check or Money Order); or
    - Online Payment*: Debit Card, Bank Account or approved Credit Card

- Upon move-in, you should receive rent payment coupons. It is necessary to include a payment coupon with your rental payment if you chose to make the payment by mail or drop off. Using the appropriate coupon is necessary to credit your account accurately. Coupons do not need to be returned to Management for online payment but information contained on the coupons will be necessary to make an online payment.
    - If a payment is made without a payment coupon and without the address or leaseholder name(s), then proper credit cannot be guaranteed.
    - The amount of rent owed is described by your lease. If there is any discrepancy between the rent amount described in the lease and by the coupons, then payment should be made according to the terms of the lease. Any discrepancy between the payment coupon and the lease shall not alter the terms of your contractual obligations to your apartment community. If there is an error on your payment coupons then you must contact your rental office to obtain corrected coupons.
    - Failure by Management to provide payment coupons does not relieve the Resident of their obligation to pay rent. Resident may contact Management to obtain additional or corrected coupons.

I. ACCEPTABLE METHODS OF PAYMENT

- **ONLINE PAYMENT**
    - This self-service option allows a resident to set up a one-time payment or automatic recurring payments by debit card, bank account or credit card*. Fees and restrictions will apply as described online at **www.rentcafe.com**
    - To make an online rental payment by debit card, bank account, or credit card please follow the steps below:
        - Visit **www.rentcafe.com** or visit **www.dartproperties.com** and select the option "Make a Payment"
        - Create a user account on **www.rentcafe.com**
        - A TCO Number (also known as a Profile Number) will be required. This code is reflected on the payment coupons issued during the move-in process. If you do not have your rental payment coupons you may call the leasing office to obtain your TCO Number.

        - If you have difficulties making a payment please call 1-888-709-3278 or email **DPAccounts@dart.biz** for assistance.
        - *Please Note: At 12:00 a.m. on the 6th of the month, the on-line payment system will be unavailable for payment processing. The electronic payment system will resume once all applicable late fees have been applied to affected accounts.*
    - The unavailability of the on-line payment option for **ANY** reason, including but not limited to Resident or Management computer failures, the unavailability of electricity or access to the internet, does not excuse late payment of rent. Late fees will be assessed regardless of the reason why rent was not paid on time.
    - Selection of an online payment option does NOT alter any obligation to make your monthly rent payment in full and on time.
    - It is your obligation to have the full authorized amount in your account when payment is processed.
    - It is your obligation to verify that the funds have been withdrawn from your account in a timely manner. If an on-line payment is declined for any reason it is your obligation to make an alternate payment in a timely manner and according to these guidelines.
    - Selection of an online payment option will result in you being charged a service fee, in addition to your rent, by the card processor as further described online.

- **DROP OFF**
    - Payments can be made in person at the Leasing Office during regular business hours. Please contact the Leasing Office to confirm hours of business. Management accepts no responsibility for payments attempted or made outside of regular business hours.
    - Rent Payments are processed upon receipt; funds should be available in your bank account when you drop off payment.
    - Postdated checks are not held or accepted.
    - Any notes, memos or other words of limitation on the means of payment shall not be binding upon Dart Properties and/or the Apartment Community or otherwise affect your contractual or legal obligations.
      No correspondence regarding your apartment should be included with your rent payment, but instead should be made separately.

- **BY MAIL**
    - Payments can be mailed to the following address:
        - **Dart Properties, P.O. Box 100, Sterling Heights, MI 48311**

- Rent Payments are processed upon receipt; funds should be available in your bank account when you drop off payment.
- Postdated checks are not held or accepted.
- Any notes, memos or other words of limitation on the means of payment shall not be binding upon Dart Properties and/or the Apartment Community or otherwise affect your contractual or legal obligations.
- No correspondence regarding your apartment should be included with your rent payment, but instead should be made separately.

II. LATE PAYMENTS

- Rent received after the Fifth day of the month will be issued a Seven Day - Notice of Default/Demand for Possession and is subject to the following:
  - Late fee charge of $50.00.
  - Repayment of the move-in concession, if applicable, for the month of late payment. See the Concession Addendum for details.
  - Rent payments, including any late payments, must be made in full. Partial payments will be returned via first class mail to your apartment address or such other mailing address as you have provided to the rental office. You must monitor your mailbox on a regular and timely basis for returned payments and/or correspondence from Management.
  - Late Payments **WITHIN** the notice of default period can be made by any of the above and available payment method options.
  - Late Payments **AFTER** the expiration of the notice of default period are subject to the following:
    - Accounts that remain unpaid for seven days after notice of default to the resident (i.e. Demand for Possession) are sent to our attorney to begin eviction proceedings. A legal fee is applied and then due on the account. Accounts are subject to assessment of allowable court costs if they remain unpaid by the 1st day of the month following the delinquency. The Resident is responsible for all allowed legal fees and court costs as described in the lease and as allowed by law. Please contact the Dart Properties Accounts Receivable department for current legal fee assessment.
      - Once a Judgment is obtained, payment can no longer be accepted at the Leasing Office and must be made by online payment, sent by mail, or brought to the Corporate Office, 36250 Dequindre Road, Suite 100, Sterling Heights, MI 48310 during regular business hours as further described above.

III. NSF PAYMENTS

- If payment is returned and/or rejected for nonsufficient funds (NSF), the following will apply:
  - A NSF fee of $35.00 will be applied to the account;
  - Fees associated with late rent payments will also be assessed if payment is made after the dates described above in "Late Payments";
  - Subsequent payments must be made in **CERTIFIED FUNDS** as described above.
    - A bank draft drawn from on-line accounts **will not** be considered or accepted as certified funds.
- If more than two (2) NSF payments are received that are not the result of a bank error then only **CERTIFIED FUNDS** will be accepted by Management for the remainder of the lease term. Payment by Debit Card, Bank Account or Credit Card will no longer be an accepted method of payment.

Management reserves the right to alter these rental payment guidelines with advance, written notification. All questions regarding the current balance of your account should be directed to the Accounts Receivable Department at (586) 979-4110.

WE ENCOURAGE RESIDENTS TO CONFIRM THE TOTAL DUE ON THEIR ACCOUNT WITH MANAGEMENT WHEN SUBMITTING A LATE RENT PAYMENT.

Resident	Date	Resident	Date
Resident	Date	Dart Representative	Date

**restrictions and fees will apply*