

[NAME OF BUILDING]
RULES & REGULATIONS

Last Updated on [date]

These Rules & Regulations are intended for the benefit of, and must be complied with by, all tenants of the Building.

Rent Payments.

1. Rent for all units is due and payable on the **FIRST** day of every month. A Notice of Eviction for Non-Payment of Rent will be served on any delinquent tenant on the _____ day of the month, without exception. In order to avoid becoming delinquent in your rent payment due to a delay in the mail, you may provide the Office with post-dated checks. The Office will not deposit any rent check before the date on the face of the check.
2. All rent checks are to be made out to [NAME OF LANDLORD / BUILDING OWNERS]. All cash payments must be made in person at the Landlord's office address, at [address].
3. All checks received after the due date will accrue late fees in the sum of \$[amount] per check. All checks dishonored by the bank will accrue service charges in the sum of \$[amount] per check, as well as the late fee. Any check dishonored by the bank must be replaced by cash or cashier's check.