

# Management Information

Nicastro Properties, LLC is proud to be the manager of your home and we strive to accommodate you while you reside here. We are an email and web based Management Company and we do 99% of our business via the internet as it is a faster and more efficient way to service you, our client. We handle all issues related to leasing and paying rent and we also help make sure you abide by the maintenance rules below. If you have questions, please visit our website at [www.nicastroproperties.com](http://www.nicastroproperties.com) or email us at [info@nicastroproperties.com](mailto:info@nicastroproperties.com).

## Rent Payment Information

**PLEASE NOTE RENT IS DUE ON THE 1ST OF EACH MONTH AND IS AUTOMATICALLY WITHDRAWN FROM AN ACCOUNT YOU SELECT BEFORE MOVING IN VIA ACH DEBIT (AUTOMATED CLEARING HOUSE). ACH Debit forms are available on our website.**

- Your lease agreement is paid in twelve equal monthly payments including August.
- The rent payment is automatically debited on the first of each month. It is the responsibility of the residents to notify our office via email at least 4 DAYS before the first if you need us to delay the debit!
- All delayed debits are subject to late fees and a recurring daily charge as per your lease agreement until paid in full.
- ACH Debit transactions for which sufficient funds are not available will be subject to a Thirty-Six Dollar (\$36) processing fee.
- Utility and/or other payments may be mailed to our PO BOX and must be in the form of a check or money order.
- Any check returned from the bank, regardless of reason, is subject to a bounced check fee of \$35. 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. See the note below for more on NSF checks.

What happens if my group can not pay rent in full by the first of the month? It is important that you understand our policy at Nicastro Properties, LLC. **If we do not have your rent payment in full by the first of the month, you will be assessed a late fee. In addition, for each day thereafter that we do not have your full rent payment, we will charge you a daily fee until your account is paid IN FULL** (as per your lease agreement).

However, one simple email before the 1st can alleviate many of these problems and fees!! Situations can arise where all but 1 or 2 residents will have rent ready by the 1st. In this case you must notify us at least 4 days prior to the first to arrange an alternate debit. We can debit your account for the total collected, and initiate a separate debit once the remaining rent is ready. The earlier we know there is a problem, the sooner we will be able to work out an agreement that benefits both parties and avoids charging you fees! The important thing is not to ignore your financial responsibilities. NOTE: If you simply ask us to delay your debit or debit less than your full rental amount, we will. We'd rather work with our residents than initiate a debit that will bounce and cause more work and fees for all of us!!

If you ever have any questions simply email us!

**BOTTOM LINE:** If you get in the habit of collecting rent from your roommates by the 20<sup>th</sup> it will be in the ACH Debit account long before the 1<sup>st</sup>! Never wait until the last minute to collect rent!