

BERTSCH PROPERTIES

4554 N Maplewood
Chicago, IL 60625
Office: (773) 267.1115
FAX: (773) 267.0050

Rent Payment Policies

1. Rent payments are due on the first day of the month and no later than the fifth of the month.
2. **Rent should be mailed or delivered to the Maplewood Avenue address** listed at the top left hand side of the page.
3. Rent checks should be made out to **Eloy Burciaga**, and never to Bertsch Properties.
4. Roommates are jointly and separately responsible for the full payment of the rent for their apartment. Even if you've already paid your "share" of the rent, you may still be held liable for paying the remainder if your roommate does not!

If your rent is late:

1. If we have not received your full rent payment by the 5th of the month, a late fee will be added to your balance.
2. If your balance isn't down to zero by the 5th of the following month, you will incur *another* late fee, and so on. It is in your interest to make sure all fees are settled monthly.

If your rent is not paid at all:

1. If your account is delinquent after the 5th, expect that we will take the following steps:
 - a. Phone you up and request payment.
 - b. Deliver a copy of your ledger to your door if you have questions about your balance.
2. **If your account is not current by the 10th of the month, you will be served a Five Day Notice. If payment is not received within the 5 day period, an eviction case will be filed and your payment history will be reported to the credit bureaus and to the national tenant tracking service run by RealChek.**
3. If one roommate falls behind on rent, both roommates run the risk of eviction and negative marks on their credit scores. The same extends to cosigners.
4. If we file to evict you, you will be billed for the court costs (\$250 and up) even if you subsequently pay down your account.
5. Repeatedly delinquent accounts run the risk of not being allowed to renew their leases when they expire.
6. Tenants who receive NSF fees will be required to provide future rent payments in secured funds (cashier's checks or money orders).

We appreciate your efforts to be prompt and thorough in honoring your rent payments. In the event that something happens that will prevent you from paying on time, it is always preferable to contact us at 773-267-1115 or email us at accounts@chicagorentalapartments.com to work out a payment plan ahead of time, before legal proceedings are necessary.