RENT PAYMENT RULES

1. Rent payments are due on the first day of the month and no later than the fifth of the month.
2. Rent checks should be made out to Bertsch Properties, LLC. CASH PAYMENTS ARE NOT ACCEPTED.
3. Rent should be mailed or delivered to 4554 N Maplewood Ave., Gdn Office, Chicago, Illinois 60625. Alternately, rent may be paid online at www.bertschproperties.com.
4. Roommates are jointly and separately responsible for the full payment of the rent and of all fees incurred for their apartment. Even if you have 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 is not fully paid 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. Call and/or email you 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 may 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 national tenant tracking services.**
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 co-signers.
4. If we file to evict you, you will be billed for the court costs ($300 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 pay $25 and may 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@bertschproperties.com to work out a payment plan ahead of time, before legal proceedings are necessary.

RE-PAINTING RULES

If you are planning to re-paint any part of your apartment you need to get written approval from us first. Please email us your request at info@bertschproperties.com, with your plans to re-paint. Please bear in mind that all woodwork, trim and floor must remain in its original color. Heavily saturated colors will not be approved.

Tenants who have received approval to re-paint their apartments are required to restore their apartment to its original white color prior to moving out, unless the new tenant moving into your apartment approves, in writing, to keep your custom paint color(s). Your failure to re-paint over your custom color(s) will require us to do it, which will result in charges posted to your account that may impact your credit, if not paid. The minimum cost for repainting an apartment starts at $275 for a one-room studio. Prices will increase over time with the cost of supplies and labor.

We can provide you with a supply of our standard white paint in order to assist you in restoring your apartment. As you prepare to move out, please contact Robert at 773-807-2970 or Ned at 773-552-6038 to arrange a delivery. Make sure to mention how many rooms you have painted and what colors you have used so that we know how much paint to deliver.