

SAMPLE BREAKDOWN FOR PLACING COLLECTIONS

September Rent	\$1500.00
September late fee	120.00
October Rent	1500.00
October late fee	120.00
Charge for removal of excessive trash	70.00
Damages to carpet in rear bedroom	50.00
Repairs to sheet rock in front bedroom	60.00
Caused by removal of border	
Charge for cleaning dirty bathrooms	<u>25.00</u>
Total Charges	\$3,445.00
Less Security Deposit	<u>(550.00)</u>
Total Amount Due	\$2,895.00

PLEASE NOTE: We do not collect rent for months during which the tenant did not have possession of the rental property. So, even if the tenant broke the lease, we will only collect rent for those months during which the tenant was occupying the rental property and not paying; however, we will collect unpaid rent for periods during which the tenant was evicted, but still occupying the rental property. For example, if a tenant was evicted in March 2003, but did not vacate until May 15, 2003, we will collect through to May's rent.