**How do I pay my rent?** Please use the payment envelopes we provided you. This makes our record keeping simpler and allows us to credit your account faster. Rent is due in full on the 1st of the month. (including weekends and holidays) If we receive your rent with a postmark after the 1st, you will be charged a 10% late fee. **Mail Early**! WE NEVER DEPOSIT RENT CHECKS BEFORE THE 1ST OF THE MONTH. We use the postmark as our guideline.

Payment Options:

1. You may hand deliver your payment to the Saunders Station Post Office which is located at 1653 West Broad St. Use the payment envelope we provided you and put a stamp on it. At the post office, go to the counter and hand the envelope to a postal worker and ask them to postmark it today. CONTACT US IF YOU WANT PRE-ADDRESSED ENVELOPES
2. Another option is BILL PAY WITH YOUR BANK. Many of our tenants use this free service from their bank. Make sure to put your address in the memo so we know where to apply the payment with a pay date of the 25th of the month. WE NEVER DEPOSIT RENT CHECKS BEFORE THE 1ST OF THE MONTH.
3. Mail regular or certificate of mail in the envelopes provided or a regular envelope.

**Payment Questions 804-358-1948**

We accept personal checks, bank checks and money orders. We do not accept cash. If your address is not on your check and/or someone else is paying the rent, please include your address & apartment number in the memo section of your check.