

# Rent Submission Instructions

Dear Residents,

As we approach the upcoming rent due date, please review the following instructions for submitting your rent:

## Payment Methods

- **Online Payment:** You can submit your rent through our online portal. Please log in using your credentials and follow the prompts.
- **Check or Money Order:** Please make your check or money order payable to [Property Management Company Name] and send it to:
  - [Property Management Company Name]
  - [Address]
  - [City, State, Zip Code]
- **In-Person Payment:** You may also pay your rent in person at the leasing office during normal business hours.

## Important Dates

- **Due Date:** [Due Date]
- **Late Fee Implementation Date:** [Late Fee Date]

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Property Management Company]