



RENT COLLECTION SUMMARY

1st-5th

6th

10th

15th

20th

22nd

25th

29th

Continue calling tenants and collecting rent - Continue calling tenants and collecting rent

COLLECT RENT

3-Day Notice Letter

Past Due Letter

Eviction Letter

Unpaid Charges Letter

Unpaid Charges Letter

Tenant Ledger

Tenant Ledger

Tenant Ledger

Tenant Ledger

Tenant Ledger

Owner Update on 6th

Owner Update on 10th

Owner Update on 15th

Owner Update on 22nd

Owner Update on 29th

* All tenant letters sent via email and mail.

* 5 standard owner updates throughout the month, plus updates after any tenant contact.