

## Statements

We publish two sets of reports around the 17th of each month. The two emails you'll get each month are the Previous Month Cycle Statement and the Mid-Month Cycle Statement. The first is a summary of income/expense on a calendar basis through the end of the previous month. The second is a detailed statement on a rolling basis from the 16th of the previous month to the 15th of the current month, and also includes a balance sheet showing additional financial details.

## Payments

Rent is due on the first, and takes between 3-7 business days to clear depending on method of payment. We start sending out cleared rent payments around the 8 of each month, and continue sending payments until all clients have been paid or notified if there are any issues. If the 8th falls on a weekend or holiday the payments will start going out on the first business day after that. The payments usually clear 1-2 business days after we initiate them.

The system generates payments by withholding the reserve, deducting any bills posted through the date the payment is generated, and netting out a payment to you.

## **First Payment Confirmation**

When we generate your first payment we will send you a notice so you know to keep an eye on your account, and then reply to us to confirm receipt.

## **Prorated Rent**

Prorated rent is actually paid on the 1st of the month following the move in date. When they move in we collect the full month's rent to pay the commissions and other costs.