



March 8, 2018

Dear Tenant:

Rent reminder invoices are emailed during the third or fourth week of each month. These invoices are provided so you may pay your rent online using your checking account, and there is absolutely no cost to you for this service.

There is also an option to register for an account which gives you the ability to future date payments. This will allow you to schedule your payment to us for the 1st on the same day you receive the invoice.

Because of the reliability of email and the nature of this service, it is possible that you may not receive the invoice in a timely manner or possibly not at all. Regardless of whether the invoice is received or not, **it is still your responsibility to make sure your rent payment is received at our location on or before the 1st of the month** to avoid any late fees.

Best regards,

Inky Enterprises, LLC