

Sample Rent Collection Policy

Rent is due on the first day of each month. If rent is not paid by the 5th of the month the following action is recommended.

Day of Month

Recommended Action

6th

A five day pay or quit notice should be issued advising the resident to pay rent by the 11th of the month.

12th

The landlord will obtain an unlawful detainer from the local court seeking possession of the unit. The court clerk will set a hearing date at that time.

Anytime after the 12th

If the resident pays rent after an unlawful detainer is obtained a rent with reservation letter should be sent to resident advising that the landlord reserves the right to proceed to eviction.

Court Hearing Date

Upon court ruling for landlord possession for nonpayment of rent, the resident has 10 days to appeal. After the 11th day, the landlord should obtain a writ of possession from the local sheriff's office.

Eviction Process

Within 24 hours, the sheriff will post writ on resident's door giving the resident 24 hours to vacate the property.