

Rent Policies and Important Information

RENT

Your rent amount is determined by the Uptown Square floor plan and additional options you choose. Your rent will be charged in 12 equal installments. This means that you will pay a full month's rent (not prorated) on August 2, 2019 (15 days prior to move-in), and your last rental payment will be on July 1, 2020.

LATE PAYMENTS

All payments are due on or before the 1st day of each month to avoid late fees. Any rent payment not received by the end of the 3rd date of each month will be considered late regardless of reason. All late payments will result in an initial late charge of \$35 and an additional \$10 each day that rent is late as stated in the lease. See below. If you anticipate that you rent payment will be late, you MUST communicate this to the office.

2) Summary of Contract Amount.

- a) Base Housing Contract Amount for the entire Contract Term: \$#### (“Contract Amount”) payable in equal monthly installments of \$#### (“Monthly Installment”)
- b) Initial Late Payment Fee: \$35.00
- c) Daily Late Payment Charge: \$10.00

DELINQUENT NOTICES & EVICTION

If your rent is late, you will continue to receive delinquent notices until the balance is paid in full. Please understand that even if you have communicated to the office that your rent will be late, you will still continue to receive late notices as a formality. Should you refuse to pay your rent and/or avoid communications with the office, you will be subject to eviction. Please understand that an eviction will affect the resident and the guarantor's rental history.

1st MONTHS RENT

Your first rental installment is due August 2nd. Any payments made after August 2nd must be must be paid in the form of certified funds. This is to ensure that the funds have cleared your bank account and to avoid any delays on move in day. To clarify, if you hold off on paying rent until the day of move in, you WILL need to make the payment with certified funds and should include applicable late fees. (see “CERTIFIED FUNDS” FOR MORE INFORMATION). No exceptions will be made.

CERTIFIED FUNDS

Certified funds are a form of payment that is guaranteed to clear the bank or settle by the company certifying the funds. When making certain transactions, certified funds are required to guarantee that the payment will satisfy the obligations. Acceptable certified funds for Uptown Square are a: cashier's check or EBT wire transfer (Money Gram). Money orders will not be accepted as a valid form of payment.

ACCEPTED PAYMENT METHODS

All payments will be made through your online resident portal, in office/by mail via personal or cashier's check, or remotely with MoneyGram. We do not accept credit/debit card payment in office nor do we accept Money Orders or cash payments.

Online Payments - Resident Portal

- E-Check - Make a payment that pull directly from your desired bank account. You will need your routing and account number to pay with this method. Please be aware that the payment may take 3-5 business days to process depending on your bank. There is a \$1.95 convenience fee for this option.
- Debit/Credit Card - Make a payment using your MasterCard, Visa or Discover debit/credit card. There are convenience fees for this option as follows: Visa \$42.15, MasterCard and Discover 3-4% of transaction amount.

In office/By Mail

- You may submit a personal check or cashier's check as a form of payment. Please make sure that the resident's name and apartment number are included on the payment.
- Please make all checks out to "Uptown Square"
- In office - You may drop off your payment off the drop box located in the office during office hours. After office hours, you may drop off your payment in the drop box located in the computer lab. You must have a gate clicker to access the computer lab.
- Mail - If you wish to mail your payment, please address the payment as "ATTN: Uptown Square Office" and mail to 1354 Thorpe Lane, San Marcos, TX, 78666. Mailed payments must be received by the 1st to avoid a late payment.

MoneyGram

- You can pay with cash from various location by using MoneyGram. Convenience fees will apply when using Money Gram. Please reach out to the office to have us email further instructions should you wish to pay with this method.

PERSONAL CHECK VS CASHIER'S CHECK

- Cashier's Check - A cashier's check is used in place of cash, personal checks, credit cards or money orders and is guaranteed by the bank and not the check purchaser. Cashier's check will reflect on your bank account as soon as the check has been issued.
- Personal check - A personal check is used to pay for goods or services and is drawn against an individual's personal checking account and might take up to 3-5 days to process and reflect on your bank account.

How can I get a cashier's check? 3 EASY STEPS!

1. Have the exact amount and recipient's name ready before requesting the check.
2. Visit a nearby branch and request the check from a teller. Most banks and credit unions offer cashier's checks to their customers.
3. Pay the check amount plus any applicable fee.

How do I fill out my personal check? 5 EASY STEPS!

1. Write the date that you are submitting the payment in the provided blank.
2. In the blank that states "PAY TO THE ORDER OF," make the check out to Uptown Square.
3. Write out the exact payment in the blank directly below where you wrote Uptown Square. You will then write out the amount in number in the box provided to the right.
4. The memo box is for you to write the reason for the payment. For example, "February rent 1031-A." This should be the ONLY blank where you are writing this information.
5. Lastly, seal the deal with your signature.

PARTIAL PAYMENT

All rent payments must be paid in full on or after the 1st. If you wish to make a partial payment, you must pre-pay the amount either through your resident portal or in office BEFORE the 1st. The resident portal and MoneyGram will not allow a partial payment to be made on or after the 1st. Any partial payments that are submitted in office on or after the 1st will not be processed until the full payment is received and can only be paid with a cashier's check.

POST DATES CHECKS

The office will not accept post dated checks at any time under any circumstance. A post dated check is a check in which the issuer has stated a date later than the current date (date that the payment is submitted). For example, you will not be able to submit a payment on the 25th of July dated August 1st. All payments will be processed the date that it is submitted.

RETURNED PAYMENT

A payment may be returned when using a personal check, e-check or credit/debit card. Payments are returned for a variety of reasons with the main reason being that the bank account does not contain sufficient funds. Other reasons might include but are not limited to: the routing or account number was typed incorrectly when using an e-check, the card number was typed incorrectly when using a debit/credit card, the bank account/card has been closed, cancelled, or frozen, etc. All returned payments, regardless of the reason will be charged a \$50 NSF fee in addition to any late fees that apply. A returned payment is considered a late payment as the payment still has not been collected due to the return reason. Although you might see the payment posted on your Uptown financial ledger, the bank usually takes 3-5 days to accept or reject the payment. Please be aware, that should you have 2 or more returned payments, your future payments must be made with certified funds.

FINE & ADDITIONAL FEES

All fines cannot be removed or waived under any circumstance.

- After- Hours Lockout Fee: \$50.00 – This fee is charged if assistance is needed from any Uptown Staff member after office hours to unlock your front OR bedroom door.
- Animal Violation Fee (First Violation): \$100.00 – This fee is charged as an initial warning if there is an unregistered pet found in your unit. Pet sitting or visiting pets will also result in a fine.
- Animal Violation Fee (Additional Violation): \$200.00 – This fee is charged as a second warning if there is an unregistered pet found in your unit. Pet sitting or visiting pets will also result in a fine.
- Assignment Fee: \$250.00 – This fee is charged should a resident chose to take part in the reassignment process. This fee is due BEFORE a resident can move forward with this process.
- Garbage Removal Fee: \$25.00 per item/bag, per day – The fee is charged if a resident/unit is in violation of the trash policy. Trash can only be set out in the provided black trash bin after 6 PM Sunday-Thursday. Also referred to as a trash fine.
- Replacement Parking Permit Fee: \$50.00 – This fee is charged should you need a replacement parking pass. If you get a new car during your residency, you must switch your parking pass from your previous car to your new car. If the parking pass gets damaged during the switch, you may bring the damaged parking pass to the office to swap out at no cost.
- Replacement Key Fob Fee: \$50 – This fee is charged should you need a replacement fob.
- Replacement Gate Clicker Fee: \$50 – This fee is charged should you need a replacement gate clicker
- Replacement Bedroom or Mail Key Fee: \$25 each – This fee is charged should you need a replacement mailbox or bedroom key.
- Unauthorized Person Charge: \$100.00 per day – this fee is charged if Uptown determines that a guest has been staying in the unit for more than 2 consecutive days or nights.