

Spectrum Real Estate Services, Inc.

APARTMENT NAME HERE

RENT REPORT

Month of

APT #	Tenant Name	Rent AMT	Late Fee	Reason
			\$50.00+	
			\$50.00+	
			\$50.00+	
			\$50.00+	
			\$50.00+	
			\$50.00+	

Note:

This report needs to be faxed in on the morning of the 4th day of each month.

When a tenant has paid their rent and late fee please notify our office immediately.

On the evening of the 5th day all unpaid tenants need to be served a 3 day notice.

Once a 3 day notice has been served all rent and late fees pertain to this notice must be in a **money order or cashiers check only**. NO PERSONAL OR COMPANY CHECKS ACCEPTED