

## Paying Rent

**RENT** is due on the first day of each month. For new tenants that are moving in on a day other than the 1st of the month when the rental agreement begins, rent payment must be coordinated to arrive via APPFOLIO by the first of the month. For example, if your lease starts July 1st and you are not arriving to the area until July 10th, you are still required to make your payment on July 1st in APPFOLIO.

## Using APPFOLIO

APPFOLIO can be accessed by going to the [metrokcrentals.com](http://metrokcrentals.com) website, then click on Tenant Portal or Payment portal buttons.

APPFOLIO allows you to select either an ACH transfer or a credit card to pay rent and/or deposits. For ACH transfers, you are charged \$3.95 processing fee, whereas using a credit card you are charged 3% of the payment you are making for a processing fee. We recommend that you use the ACH option unless your credit card offers a considerable benefit for charging such as airline miles, points, etc., for using the card to offset this fee.

Please note, when using APPFOLIO, it takes 3-4 days to process payment and be received by Metro KC Rentals. In order to avoid late charges due to late payments, make sure that you initiate your rent payments on or before the first of the month. APPFOLIO allows you to set up recurring payments for rent to arrive on the first of each month so this should not be a problem.

## Late Charges

Per the lease agreement, Rent is due and payable on the first of each month, therefore must be initiated in APPFOLIO by the first of each month. In the event that any rental payment is not received before 5:00 P.M. on the fifth day of each month, then the parties agree that the Agent shall be entitled to collect from LESSEE an additional charge of \$50. Each day late after the sixth of the month the Agent will be entitled to collect from LESSEE an additional \$10 per day. If a check for rent is returned to Agent for insufficient funds or any other reason, said late charge will continue until rent is actually paid by LESSEE. There will be a \$30.00 service charge for all returned checks plus any other costs incurred by the Agent