



# American Real PM

## Collections & Eviction Process

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Continue calling tenants & collecting rent

**PAYMENT IS DUE**

**PAYMENT IS LATE**

Past Due Email to Tenant	Past Due Email to Tenant	Approaching 10th of the Month Email to Tenant	Past Due Email to Tenant	Any unpaid ledgers are sent to Lawyer	Eviction Process Begins - Email to Tenant	Past Due Email to Tenant	Unpaid Charges Courtesy Email to all Tenants
Tenant Sent Ledger Balance	Tenant Sent Ledger Balance	Tenant Sent Ledger Balance	Tenant Sent Ledger Balance			Tenant Sent Ledger Balance	Tenant Sent Ledger Balance
3-Day Demand Letter Mailed to Tenant	Past Due Text Sent to Tenant		Past Due Text Sent to Tenant			Late Fees End (\$380)	
Late Fees Begin (\$60)				Owner Update Email			Owner Update (if necessary)

\* All tenant letters sent via email and mail. 1 standard owner update throughout the month, plus updates as necessary.

