UNIVERSITY TOWERS

Late Fee Policy

University Towers takes late payments and past-due balances seriously. The late fee schedule outlined in your Lease Agreement is strictly enforced for all residents.

- **Rent is due on the 1st of each month.** We encourage you to submit your payment on or before the due date to avoid late fees.
- If your rent or any other outstanding balance is **not paid by 8:00 PM on the 3rd of the month**, a **$20.00 late fee** will be assessed.
- If your balance remains unpaid **after 8:00 PM on the 10th of the month**, an **additional $30.00 late fee** will be assessed, for a total late fee of **$50.00**.

Please note that **any unpaid balance** on your account—including rent, late fees, lockout charges, damage charges, or any other outstanding fees—is subject to the late fee schedule above and the terms of your Lease Agreement until the balance is paid in full.

RentCafe Resident Portal

RentCafe is your Resident Portal and the only payment method accepted at University Towers
We suggest downloading the RentCafe app for a better and easier experience!

- **ACH (Electronic Check): No Fee**
- **Credit/Debit Card: 3% Convenience Fee**

ACH (Electronic Check) Verification:

RentCafe can automatically verify many bank accounts if you choose the **Link Bank Account** option and sign in through your financial institution.

If your bank is not eligible for automatic verification, or if the automatic verification is unsuccessful, you will need to complete the **manual bank verification process** outlined below.

Manual Verification Process

- Enter your bank account and routing numbers in RentCafe and submit.
- Your account will appear under **Bank Accounts Pending Verification**.
- The **Verify** button will not appear for approximately **12 hours**. This delay is intentional to allow the verification deposit to process.
- Wait up to **48 hours** for a small verification deposit (less than **$1.00**) labeled **"Bank Verify"** to appear in your bank account.
- Log back into RentCafe, click **Verify**, and enter the exact verification deposit amount.
- You will have **two attempts** to enter the correct amount. If both attempts are unsuccessful, your bank account will be locked and must be reset by the property management office.

Important: The entire verification process may take **3–5 business days**. Please plan ahead to avoid late payments or delays.

If you are unable or prefer not to link your bank account using the automatic verification option, you can force the manual verification process. To do this:

- Open and close the **Link Bank Account** screen **three times**.
- RentCafe will then allow you to manually enter your account and routing numbers so you can complete the manual verification process described above.