

Harcourts Move Arrears Policy

All rent is paid via DEFT cards that will be provided to you upon the start of your tenancy. You are provided with a unique number that all tenants can use to deposit funds into the trust account.

Under the residential tenancies act you are required to pay your rent by the due date, it must always be in advance, should you have any difficulties paying our rent then please notify us immediately so we can help in putting in place payment plans and inform our owner.

If you are late you will receive reminders to pay the rent, these will be via SMS, email, phone call or letter. If you are over 14days, we will issue you with a notice to vacate.

Days in arrears	Action taken
1-3 days	SMS and phone call
4-6 days	Phone call and email
7-10 days	SMS, Call, email and letter
11-14days	SMS, Call, email and final letter

I/we have read and understood this policy

Tenants name **Signature** **Date**

Tenants name **Signature** **Date**

Property Address: _____