

RENT PAYMENT INFORMATION

RENT PAYMENT

- All rent payments are due on the first of the month.
- A late charge will be strictly enforced in the event that ICM has not received full rent payment, after the 5th day of the month.
- Late fees are assessed at \$10.00 for the first \$500.00 of rent, plus 5% for any amount above \$500.00.

PAY BY CHECK OR MONEY ORDER

- Rent may be mailed or dropped off at:
ICM Properties, Inc.
1341 W. Fullerton, PMB 105
Chicago, Illinois 60614
- You must include your building address and apartment number on your check.
- Please make checks payable to ICM Properties, Inc.
- Cash will not be accepted.
- ICM can only accept one rent check from each unit. Therefore, if you have roommates you will have to consolidate your checks.

PAY ONLINE

- You can now pay your rent online via credit/debit card or by e-check from your checking or savings account through our website.
- Go to www.icmproperties.com, click on the link “**Pay Online**” and set up your account
- E-check payments are free but all other forms of payment are subject to fees.

DIRECT DEBIT

- With Direct Debit your monthly rent is deducted on the first of each month from your bank account.
- You must fill out the Direct Debit Authorization Form to be eligible for this program.
- For more information about Direct Debit go to www.icmproperties.com and click on “**Tenant Info / Direct Debit Information & Agreement**”
- All Janssen Properties tenants and tenants of 540 W. Briar are excluded from this program. ICM is currently developing Direct Debit for their use.