

## RENT PAYMENT INFORMATION

Your rent and any other (miscellaneous) charges are due on or before the first of the month, unless otherwise specified in your lease.

As a courtesy, we will provide you a monthly statement approximately on the 21<sup>st</sup> of every month; however, rents are due regardless of receipt of the monthly statement.

Please tear off and attach the statement stub to your check. You may mail your check to:

**Columbia Business Center  
c/o KeyBank  
Lockbox #310066  
PO Box 112183  
Tacoma, WA 98411**