### Information to Manage When Collecting Rent and Service Fees in US Apartment Buildings

Managing the collection of rent and service fees is a crucial part of apartment building management. To ensure smooth and timely collections, managers need to track and manage the following information:

#### Tenant Information:

* **Personal information:** Name, address, phone number, email.
* **Lease agreement information:** Start date, end date, rent amount, payment terms.
* **Payment history:** Payments made, payments due, payment methods.
* **Emergency contact information:** Phone number of a relative or representative.

#### Payment Information:

* **Fee amounts:** Rent, service fees, parking fees, fees for other amenities.
* **Due dates:** The last day of the month for tenants to make payments.
* **Payment methods:** Cash, check, bank transfer, online payment.
* **Invoices:** Invoice number, issue date, payment due date.
* **Additional fees:** Late fees, other incurred fees.

#### Expense Information:

* **Debt collection costs:** If there are cases of tenant delinquency, record the costs associated with debt collection.
* **Invoice issuance costs:** Costs of printing and sending invoices.

#### Measures to Ensure Timely Debt Collection:

* **Send notices:** Send reminders before the due date.
* **Direct contact:** Call or email to remind non-paying tenants.
* **Apply late fees:** Apply late fees for late payments.
* **Suspend services:** If necessary, services such as water and electricity can be temporarily suspended until the tenant pays.
* **Seek legal assistance:** In cases of willful non-payment, consider seeking legal assistance.

**Notes:**

* **Keep information updated:** Regularly update information on tenants, contracts, and payments.
* **Protect information:** Protect the personal information of tenants.
* **Comply with the law:** Ensure that all regulations regarding rent collection and fees comply with local laws.
* **Build good relationships with tenants:** Build positive relationships with tenants to encourage timely payments.