



**Realty Management Associates, Inc.**

4290 Chinden Blvd. Suite A, Boise, ID 83714

(208) 377-8889 Fax: (208) 377-2966

[www.RentalsInBoise.com](http://www.RentalsInBoise.com)

## Policy on Submitting Invoices

Effective January 1, 2008

Billing will now post from the 20<sup>th</sup> to the 20<sup>th</sup>. Checks will be available for pick-up or mailing by the end of the last business day, **for invoices in by the 20<sup>th</sup>.**

To insure timely payment of your invoices, please submit invoices within **5 days** of job completion. Currently, invoices are trailing in often 30 days out.

Invoices submitted more than 30 days from job completion are subject to a 15% discount. Invoices submitted more than 30 days from job completion on properties no longer managed by RMA will not be paid by us. Vendor must collect directly from property owner.

Thank you for your cooperation,

Leland M. Banner, Property Manager/Maintenance Coordinator  
Realty Management Associates, Inc.

You may also email your invoices to Leland at:

[lbanner@cableone.net](mailto:lbanner@cableone.net)

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_