



REMITTANCE ADDRESS FOR RENT PAYMENTS

All payments must be sent to the lockbox address listed below in order to ensure timely posting of your rent payment. Please update your records accordingly to reflect the remittance address:

BALCO PROPERTIES LTD, LLC
Dept. 34938
P.O. Box 39000
San Francisco, CA 94139

No action is required if payments are made via ACH/electronic check or bank wire.

Late payment policies: **Statements are sent as a courtesy.** Please refer to your lease agreement for due dates, late payment dates and penalties. Late charges are assessed based on the date payment is received and deposited by the bank.

Please contact our office should you have any additional questions at (510) 763-2911.