



## The Austin Technology Incubator Collection Policy

- Invoice payments are due the 10<sup>th</sup> of each month.
- Payments that are not received by the 15<sup>th</sup> of each month will be considered late. Please note that if you have a company credit card on file, ATI will automatically charge your card for the amount due.
- Per the “Space Only Utilization Agreement” payments that are not received by the 30<sup>th</sup> of each month will receive a letter from the ATI Director. Tenants have 10 days to respond. This letter will serve as a permanent record in your file and can affect your credit rating with ATI.
- Payments that are not received after the 30<sup>th</sup> of each month are subject to a late fee. The late fee is \$50.00 minimum charge or 10% of the invoice, which ever is higher.
- If the company fails to cooperate by the 11<sup>th</sup> day of the following month the company may receive an eviction notice by the ATI Director. Any services ATI provides will be revoked and badges will be deactivated.