

## FREQUENTLY ASKED QUESTIONS

### **When is my Lease Payment Due?**

All lease payments are due on the first 1<sup>st</sup> day of each calendar month. Late fees are applied if payments are not received by the 6<sup>th</sup> day of the month.

### **How much are Late Fees?**

Late fees are \$35 or 15% per item due, *whichever is greater*.

### **Where do I send my Lease Payments?**

When sending Lease payments include your Customer Receivable Number or Customer I.D. Number to ensure proper credit to your account. Send your Check /or Money Order to:

Tulalip Tribes  
ATTN: FINANCE  
6700 Totem Beach Road  
Tulalip, WA 98271

### **Can I make my Lease Payments Online?**

Unfortunately we are not set up for online payments, and we do not have an automated bill pay system at this time.

### **Can I make my Lease Payment(s) by phone?**

Yes. You can make your Lease Payment by phone using a Credit/Debit card by contacting the **Finance Departments Accounts Receivable Clerk** anytime Monday through Friday from 8:00 am – 4:30 pm at **(360) 651-3887**.

### **When is the Streetlights Fee due?**

The Streetlights fee is an annual fee due the 1<sup>st</sup> of January, and if the fee is not received by the 6<sup>th</sup> of January a late fee will be applied to your account.

### **How much are Fire District Dues?**

The Fire District Dues are \$35.00 a year and this fee **cannot** be combined with your regular lease payments. *The Leasing Department cannot accept cash.*

### **Where do I send my Fire District Dues?**

When making payment for Fire District Dues, you must send a **separate** Check/Money Order made out to Fire District #15. *The Leasing Department cannot accept cash.*  
Send Payments to:

Tulalip Leasing Department  
6319 23<sup>rd</sup> Ave NE  
Tulalip, WA 98271

**Can the Leasing Department send me my bill sooner, so I have more time to make payment?**

Please understand that it is your responsibility to make sure your payment is received on time, and that the Leasing Department sends you monthly Statements. The Statement is a friendly notice to Lessees, so they may verify their payment history. If you notice any missing payments, or have a discrepancy with your Statement, call the Leasing Department right away.

**When are the Statements mailed out?**

Typically the Leasing staff pulls a report from the Finance office on the 7<sup>th</sup> of each month, and begins entering each payment made to the Leasing Department. We strive to get the Statements out as soon as possible, but they are usually sent out by the 15<sup>th</sup> of the month via USPS.

**What do I need to do before I sell my home, or make an Assignment Request?**

When making a Request for Assignment, the Leasing Department needs proof that the taxes are current with Snohomish County, the Lease payments are current, proof that the Water/Sewer account is current, and a copy of the Purchase and Sales contract must be included with you Request for Assignment Application. The Leasing Department must receive ORIGINAL applications. We cannot accept copies, or applications sent via facsimile

**I am buying a house on Leased Land, what do I need to do?**

You must complete a Credit Application, attach a copy of the Purchase and Sales contract, and attach the last three years of your W-2's. The Leasing Department must receive ORIGINAL applications. We cannot accept copies, or applications sent via facsimile.

**Where can I get an Application of Assignment, Credit Application, Leasing Change Request Form, Authorization to Release Information, or a Sub-Lease Application?**

All of these forms can be obtained online, under Forms, or you can also pick them up from the Leasing Department's office located at 6319 23<sup>rd</sup> Ave NE, Tulalip, WA 98271

**How long does an Assignment of Lease take to complete?**

An Assignment of lease will vary from person to person, and will depend on when the Leasing Department receives ALL the required documents needed to present the Application for Assignment to the Tulalip Tribes Board of Directors.

**When will my Assignment of Lease be approved by the Board of Directors?**

The Board of Directors TENTATIVELY meet on the first Saturday of each month, and this is when the application for Assignment would be approved/disapproved. This day may change at any time.

**What is a Processing Fee?**

The Leasing Department has a Non-Refundable \$200 Processing fee that is used for the preparation of presenting your request to the Tulalip Tribes Board of Directors.

**What is a Transfer Fee?**

When a Lessee sells their home, and after the Board of Directors has approved the Request for Assignment, a Transfer fee of 6% or 8% of the Gross Sale Price of the home must be paid to The Tulalip Tribes with 30 days of approval of Assignment.

**What are the Leasing Departments hours of operation?**

The Leasing Department is open Monday through Friday 8:00am – 4:30pm, and closed for lunch from 12:00pm – 1:00pm.

*Please be advised that the Leasing Department is also closed on National Holidays.*