



HOW TO PAY YOUR RENT

RENT IS DUE ON THE 1ST OF EACH MONTH

(a late fee of \$5 per day will be charged starting on the 4th until your balance is zero)

ALL PAYMENTS ARE APPLIED TO OLDEST CHARGES FIRST

(if you attempt to pay your rent, but have an older late fee, your payment will be applied to your late fee and you will be short on your rent)

YOUR PORTAL BALANCES MUST BE PAID DOWN TO ZERO EACH MONTH

(if you are charged for something other than rent like a late fee, it must be paid for before your next rent is due)

IF AFTER OFFICE HOURS, LEAVE IN DROP BOX

(on the south side of the leasing office, past the pop machines, on door labeled "3")

YOU CAN MAIL YOUR RENT TO

(we are not responsible for your rent being late if the post office does not make it here before the 3rd)

please check your balance regularly

HOW TO COMPLETE YOUR RENT CHECK:

1 - Pay to the order of
BASHAM RENTALS

3 - Enter the amount of
your rent (and any
additional fees)

5 - Write your apartment
address & unit number

(if you sublease enter the name of who you sublease from as well)

The image shows a check form with the following fields and callouts: 1. 'PAY TO THE ORDER OF' line; 2. 'DATE' line; 3. '\$' symbol; 4. 'DOLLARS' line; 5. 'FOR' line; 6. MICR line (000000186 000000529* 1000). The year '1936' is printed in the top right corner.

2 - Do NOT post date your
check - use the current date

4 - Write out the amount
in #3 in words (use words
for the dollar amount and
use a fraction for any cents)

6 - Sign your legal name

****Be sure the tenants' name is PRINTED on the check****

MOST BANKS OFFER A FREE BILL PAY SERVICE ONLINE.

ALL YOU WOULD NEED IS:

- The business name and address
- PLEASE add a memo with your full name, apartment address and unit number. (if you are a sub, please add the tenant you are subbing from)
- When using this service, to avoid any late fees, we recommend you set up payment 7-10 working days prior to due date (for bank processing and postal delivery time)

Please remember, as part of a joint lease, if all rent payments are not paid in full at the end of your lease, ALL tenants will be held accountable for the unpaid rent.

BASHAM RENTALS 248 S. CHAUNCEY, WEST LAFAYETTE, IN 47906

PHONE: 765-743-8367 FAX: 765-746-3456

BASHAMRENTALS@GMAIL.COM WWW.BASHAMRENTALS.COM



ONLINE PAYMENT BENEFITS

Security

Online payments are more secure than mailing a check. You'll receive email notification when your payment is made that you can keep for your records. You can even sign up for email reminders that your rent is coming due.

Speed

Online payments post to your account immediately faster than if you mail a check or use an online bill payment service. It's even faster than dropping a check off at our office.

Convenience

View your charges and make payments online anytime and from anywhere. You can set up email reminders or a recurring payment so your rent is paid automatically - no more worrying about forgetting to pay your rent on time or dealing with late fees!

Flexibility

You can choose E-Check or Credit/Debit Card, whatever method best works for you.

GET STARTED WITH ONLINE PAYMENTS

1. You should have received an email no later than JUNE to set up your tenant portal. If you have not set up your portal by now, you will need to contact the office to have us re-send the link to you.
2. Once you have the link, you will need set up your password. Please keep your password somewhere safe.
3. Log into your Tenant Portal and click the button to '**Make a Payment**'.
4. When you see the pop-up dialog box asking you to select your preferred payment method.

E-Check

- Pulls funds from your checking account.
- You will need your bank routing and account number.
- Online payment fee is instantly rebated - There is no cost to you!

Credit/Debit Card

- Charges your credit or debit card as a credit card charge
- You will need your credit card information
- Online payment fee will be assessed based on the amount of the payment.

5. You will be prompted to enter the appropriate card or bank information as well as the amount you want to pay.
6. Once you click '**Make This Payment Now**' your payment is immediately processed and you will receive an online confirmation as well as an email confirmation.
7. An automatic payment means the amount you chose, will be taken out of the account you entered, every month, on the date you chose (or the date you initially set up the payment).