



## TENANT RENT PAYMENT INFORMATION

Please be advised that rent is due on the 1<sup>st</sup> day of every month and is considered late after the 5<sup>th</sup> day of the month. All payments must be made online, delivered to the office, or received via USPS in our office by the 5<sup>th</sup> of each month to avoid late fees or a late notice being filed.

Following your move-in you will receive an email from PPM to activate your online **TENANT PORTAL**. The email will be from "Priority Property Management" and the subject line will read "Priority Property Management - Pay Your Rent Online." We will also send the link via text message. Keep an eye out for the email and text message, and make sure to check your spam folder and/or junk email filters as it may end up there rather than your email inbox.

Activating your account is easy, just follow the link in the email or text message and your email address will automatically populate as your username, then just enter the password you wish to use. From there you can access and manage all aspects of your account.

### **ADDITIONAL FORMS OF AUTHORIZED PAYMENTS INCLUDE THE FOLLOWING:**

- **Money Order** – There is no additional fee for this option.
- **Cashier's Check** – There is no additional fee for this option.
- **Electronic Cash Payment** at 7-Eleven, CVS, Walmart – Access your tenant portal for more information on this option.
- **Personal/Company Check** – This option includes an in-office processing fee of \$15. If you choose this form of payment, please include the fee with your payment for rent.

### **PLEASE BE ADVISED OF THE FOLLOWING:**

- **AN INABILITY TO PROCESS YOUR PAYMENT ONLINE VIA YOUR TENANT PORTAL DOES NOT NEGATE THE FACT THAT YOUR PAYMENT IS DUE WITHIN THE PARAMETERS AS SPECIFIED ABOVE.**
- **Payments processed via your bank online bill pay are mailed to our office and received in our office as a personal check because they are not certified funds and will be subject to the \$15 processing fee.**
- **Payments sent to our office via USPS mail are subject to mailing time, and PPM cannot guarantee the date the payment will be received. In the event a payment sent in this manner is not received in our office by the time PPM opens on the 6<sup>th</sup> of the month, your rent may be considered late and therefore will be subject to a late notice filed as well as late fees assessed as per the terms of your lease agreement.**

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