

# PAY YOUR RENT ON-LINE NOW!



**PHB PROPERTIES LLC** has teamed up with PayLease Inc. to streamline our rent collection! You can now eliminate the burden of mailing your lease payment every month! Through PayLease, you will now be able to pay your lease payments online via credit/debit card or an e-check from your checking or savings account. You can make a one-time payment or sign up to have your payments automatically withdrawn each month at [www.potterhousegroup.com](http://www.potterhousegroup.com). It's that easy! No more hassle and no more late payments.

## Fees:

- E-check (ACH) debit from checking/savings account: **FREE to all Residents**
- MasterCard/Discover (Debit or Credit Card)- 3% per transaction
- American Express- 4% per transaction
- VISA (Debit or Credit Card)- \$22.95 per transaction

Late fees are more expensive than using any of the above transaction payment processes

## Why should I use PayLease?

- Eliminate the cost of postage and handling of lease checks
- Ability to make payment with a credit card and earn more rewards including mileage points and cash back incentives
- Customize payment notification reminders for upcoming payments
- Flexibility of choosing the day of debit payment allows for better money management
- Automatic payment eliminates late payments.

## How do I sign up?

In order to sign up, please go to [www.potterhousegroup.com](http://www.potterhousegroup.com) and click on the "Click to Pay Now" button on the home page. It will ask you to enter in the address for which you are making payments for and then will link you to that property in the system. Once you are logged in, select 'Make Payment' to make a payment or 'Automatic Payments' to set up an automatic debit each month. It's that easy!

## How does PayLease work?

Once you are a member of PayLease, you can go to [www.potterhousegroup.com](http://www.potterhousegroup.com) and make payments to your property manager with either a credit card or a debit from your checking account. Standard processing takes 2-3 business days for a payment to process to your Property Manager. If you select ExpressPay, your payment will be processed for next business day deposit. Your Property Management Company is notified of your payment initiation date and time. Business days include Monday-Friday excluding weekends and holidays. It is important to remember these processing times when making a payment ON TIME.

## Is there a contract or can I cancel at any time?

With PayLease there is no contract. PayLease is an option for you to make your lease payments easier. If you opt to be a member of PayLease and still send in a paper check to PO Box 905 Florence, KY 41022, you will not incur any monthly fees for not using the service. Fees are incurred only when you process a payment.

**Questions?** Please contact a PayLease Representative at (866) 729-5327 or at [support@paylease.com](mailto:support@paylease.com)

## Resident ("Lessee") AutoPay Agreement ("Agreement")

1. Complete, sign and date this Agreement and keep a copy for your records.
2. If you will be using direct debit, please attach to this Agreement a voided check from your designated checking account ("Account"), which Account will be debited monthly for lease payments in the amount stated in the lease agreement between you and your property manager/lessor ("Lessor").
3. Send this Agreement, along with the attached voided check, to your Property Management Company for processing.
4. It takes 72 business hours for transactions to process. Business days are Monday-Friday excluding banking holidays
5. You may cancel a transaction or all future transactions at any time up to 24 business hours prior to debit by notifying your Lessor or PayLease. Notification includes via phone to PayLease or your property manager, e-mail to [support@paylease.com](mailto:support@paylease.com), or fax to PayLease. Voice messages will not be accepted.
6. If you submit an e-mail address below, you will receive an e-mail notification prior to your debit day notifying you of your debit day and debit amount.

### Fee:

- \*E-Check: **FREE**
- \*MasterCard/Discover: 3% of total Transaction
- \*American Express: 4% of total Transaction
- \*Visa: \$22.95

### AutoPay Schedule:

Transaction Amount \$ \_\_\_\_\_  
 Debit Day of the Month \_\_\_ \_\_  
 Initial Debit (Month/Year) \_\_\_ \_\_/20\_\_\_ \_\_  
 Final Debit (Month/Year) \_\_\_ \_\_/20\_\_\_ \_\_ or check for no end date \_\_\_

### Property Information (Property that payment is being applied to):

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Address (include unit number if applies) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Payment Information:

**(Please fill out EITHER Credit Card Information on Page 1 or E-Check information on Page 2)**

### **Credit Card Information (MasterCard/Discover/American Express):**

**Card Number:** \_\_\_\_\_

**Card Expiration Date:**   /20   **CVV2 Number** \_\_\_\_\_  
 (Last three digits on the back of Credit Card)

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

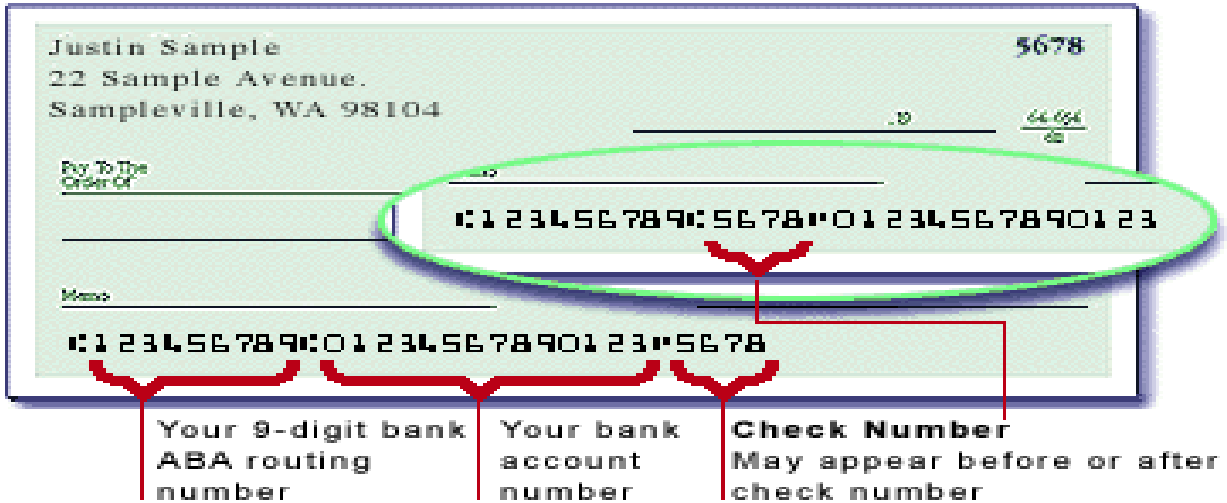
**State:** \_\_\_\_\_ **ZIP/Postal Code:** \_\_\_\_\_



**E-check Information:**

**Check One of the Following:**     **New Enrollment**             **Add or Change Checking Account**

<b>Company/Individual Name</b>	<b>Telephone #</b>	<b>E-mail Address</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Bank Name</b>	<b>Routing Number (9 digits)</b>	<b>Checking Account #</b>	



**\*Please attach a voided check to the check sample above**

I, the undersigned, authorize PayLease, on behalf of my Lessor, to debit my Account above every month this Agreement is in effect on the debit day stated above. In consideration of PayLease's performance of services hereunder, I acknowledge and agree to the following:

- I am the lessee occupying the premises at the address stated above. I certify that I have full authority to enter into this Agreement and that all necessary approvals have been obtained to enter into this Agreement.
- I will be assessed a fee of \$20.00 by PayLease, Inc. if my bank account has insufficient funds to cover my lease payment on the designated day of debit
- I authorize Paylease to debit my credit card OR checking account submitted above for the amount stated, on the day specified and for the duration of time specified. I waive the right to dispute any debits made by Paylease on these specified debit days unless in the event of fraudulent activity.
- I acknowledge that the origination of Automated Clearing House ("ACH") transactions to my Account must comply with all applicable state and federal laws.

**LESSEE (Resident):**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**