

Paying Rent

RENT is due on the first day of each month. For new tenants that are moving in on a day other than the 1st of the month when the rental agreement begins, rent payment must be coordinated to arrive via PAY LEASE (Zego) by the first of the month. For example, if your lease starts July 1st and you are not arriving to the area until July 10th, you are still required to make your payment on July 1st in PAY LEASE.

Using PAY LEASE

PAY LEASE (Zego) can be accessed by going to the hansensproperties.com website, then click on Tenant Information, then click the PAY ONLINE button. If you paid an application fee and security/pet deposit under Hansen Properties and not under the property you are renting, you will need to re-register in PAY LEASE when it comes time to pay your monthly rent. Deactivate your previous account by going to your PayLease page and clicking on your name and address in the upper right hand corner. You will see an option to click on My Account and you will see your email address. At the end of your email address, type in xxx, i.e., [john.doe123@yahoo.comxxx](mailto:john.doe123@yahoo.com). Then click save. This action of adding the 3 x's will deactivate the email so that you can then re-register and select your specific property address from the drop down menu. This will ensure proper credit for your monthly rent payment each month.

PAY LEASE allows you to select either an ACH transfer or a credit card to pay rent and/or deposits. For ACH transfers, you are charged \$3.95 processing fee, whereas using a credit card you are charged 3% of the payment you are making for a processing fee. We recommend that you use the ACH option unless your credit card offers a considerable benefit for charging such as airline miles, points, etc., for using the card to offset this fee.

Please note, when using PAY LEASE, it takes 3-4 days to process payment and be received by Hansen Properties. In order to avoid late charges due to late payments, make sure that you initiate your rent payments on or before the first of the month. PAY LEASE allows you to set up recurring payments for rent to arrive on the first of each month so this should not be a problem.

Late Charges

Per the lease agreement, Rent is due and payable on the first of each month, therefore must be initiated in PAY Lease by the first of each month. In the event that any rental payment is not received before 5:00 P.M. on the fifth day of each month, then the parties agree that the **Agent** shall be entitled to collect from **LESSEE** an additional charge of **\$50**. Each day late after the sixth of the month the **Agent** will be entitled to collect from **LESSEE** an additional \$10 per day. If a check for rent is returned to **Agent** for insufficient funds or any other reason, said late charge will continue until rent is actually

paid by **LESSEE**. There will be a \$50.00 service charge for all returned checks plus any other costs incurred by the Agent