

## **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 1<sup>st</sup> of the month when the rental agreement begins, rent payment must be coordinated to arrive via PAY LEASE by the first of the month. For example, if your lease starts July 1<sup>st</sup> and you are not arriving to the area until July 10<sup>th</sup>, you are still required to make your payment on July 1<sup>st</sup> in PAY LEASE

## **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 called for hereunder 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

## **Using PAY LEASE**

PAY LEASE can be accessed by going to the [hansensproperties.com](http://hansensproperties.com) website, then click on Tenant Information, then click on PAY ONLINE button. PAY LEASE will prompt you to register if you are a first time user. Returning users should sign in using the log in email that you used for previous rentals requiring payment via PAY LEASE. If you are a returning user, PAY LEASE support staff can help you reset your account to select a new address to make rent payments to Hansen Properties.

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 \$2.98 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.