



PAY YOUR RENT ON-LINE NOW!



Trust Realty Advisors 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 via credit/debit card or an e-check from your checking or savings account. You can make a one-time payment at www.Paylease.com or sign up to have your payments automatically withdrawn each month. It's that easy! No more hassle and no more late payments.

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. One late fee can be more than over 2 years of PayLease Transaction fees!

How do I sign up?

In order to sign up, please fill out the attached form and return to TRAAccounting@trustrealtyadvisors.com. Once you are signed up an email will be sent with instructions and a temporary password. 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.Paylease.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, you will not incur any monthly fees for not using the service. Fees are incurred only when you process a payment.

Fees:

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

Questions? Please contact Chelise Flint at Trust Realty Advisors (480) 874-0800 x3 or TRAAccounting@trustrealtyadvisors.com.



Initial Set Up for Resident "PayLease" Application

1. Complete, sign and date this Application and return to on-site Property Manager or email to TRAAccounting@trustrealtyadvisors.com or fax (480) 874-0203.
2. An email will be sent to you with your password. Log on to PayLease.com to submit your payment.
3. It takes 72 business hours for transactions to process. Business days are Monday-Friday excluding banking holidays.
4. Partial payments will NOT be accepted.

PROPERTY INFORMATION (Property that payment is being applied to):

Address (include unit number if applies)	City	State	Zip
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Company/Individual Name	Telephone #	Email Address
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This a one time authorization for (please circle):

Application Fee	Rent (Month_____)	Other Fee (Describe)_____
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I would like to sign up for automatic monthly payments. I have attached an AutoPay Agreement.

In consideration of PayLease's performance of services hereunder, I acknowledge and agree to the following:

- 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 upon submitting my payment online for the amount stated and on the day specified.
- By signing below the Lessee acknowledges that it is your responsibility to pay all fees and rent in a timely manner including processing time (typically 72 business hours).

LESSEE (Resident):

Print Name

Signature

Date

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, 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.

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):

Address (include unit number if applies)	City	State	Zip
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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: _____

