

EasyPay Tenant Agreement and Setup

I hereby authorize _____ to present recurring ACH debits to the account identified below. Transactions will show up on your account as _____. A processing fee of _____ will be added to the amount of each transaction. Any transaction rejected for nonsufficient funds or chargeback may be assessed a fee of _____. This authorization will remain in effect until _____ is notified to stop future transactions by one of the following methods:

1. Login to your tenant portal at <https://secure.rentecdirect.com/tenants/>, select the EasyPay tab and disable the service.
2. Call your property manager, _____ at _____, and ask them to disable the service on your behalf.
3. Email us and include your full contact information and the last 3 digits of your bank account number to : _____ requesting cancellation of service.
4. Send a letter via the United States Postal Service including your full name, us, including your name, and your bank account's routing and account numbers (or include a voided check) with instructions included to disable EasyPay for your account. Send the notice to:

Initial Your Choice

| | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | I wish my payments to be automatically processed. You or your property manager can still modify this schedule or schedule one time transactions online. [] Monthly on the _____ day of the month in the amount of \$ _____. [] Weekly on the _____ day of the week in the amount of \$ _____. |
| _____ | I, or my property manager with my instruction, will login to my tenant portal and manually make payments or set my recurring schedule online. |

Account Information

My Name _____
Name of Renter (if different) _____
My Rental Address _____
My Bank Routing Number _____ (always 9 digits)
My Bank Account Number _____

Account Owner Signature

Date

Print Name

Phone

Both items below must be provided to process your application. If sending by fax, it is recommended you photocopy this page with the voided check and ID first.

Attach a copy of a voided check here. Alternatively, include a signed letter from your bank, on bank letterhead, listing your name, account & routing numbers.

Attach a copy of your government issued photo ID here or on a separate page. Using a photocopier to enlarge your ID 70-100% before faxing it is useful to ensure it is legible after being faxed.

Return Directions

Scan and email the documents to : _____ or

Return via fax to _____ or

Mail a copy to: _____