



Make a Payment

Information required by your Payee

- 1) Enter the first and last name of the Primary Tenant;
- 2) Click on the down arrow at the right end of the 'Building Address' field and select the address of the home for which you are submitting a payment;
- 3) Enter 'x' in the 'Storage/Apt. Number' field (not required by Advantage Pointe Properties);
- 4) Enter a brief description for the payment (All funds received will be chronologically applied to any outstanding balances regardless of the description entered here).

Payment Method

Click the drop down arrow at the right end of the field to select your method of payment.

If paying by debit or credit card, please call PSN (24/7/365) at 1-877-390-7368 and provide them with your debit/credit card information. *There is a \$45 convenience fee for the use of debit or credit cards.*

Payment Summary

The 'Payment Summary' box displays the dollar amount you entered on the previous screen.

Billing Information

Enter the billing information of the person making this payment in the 'Billing Information' box.

Be certain to enter an e-mail address if an electronic receipt is desired.

Banking Information

Enter the bank account information from which the payment will be made in the 'Banking Information' box.

Click 'Continue' to complete the payment submission process.

Instructions for Submitting Rent and/or Payments for Incidental Charges to Tenant's Account

Indicates required field.

Information required by your Payee

Business Name: Advantage Pointe Properties
 Account ID: RT17052

Name:

Name - Identifying you to your payee.

Building Address:

Storage/Apt. Number:

Payment Description:

Payment Method

Payment Method:

Payment Summary

Payment Amount: \$1,000.00
 Total Amount: \$1,000.00

Billing Information

Address:

(As it appears on your Bank or Credit Card statement)

City/State/Zip: AK

(As it appears on your Bank or Credit Card statement)

Country:

(As it appears on your Bank or Credit Card statement)

Email Address:

An email address is required for you to receive an electronic receipt. Please verify it.

Banking Information

Please reference your check book to verify your 9 digit Bank Routing Number and Bank Account Number on one of your checks. Please reference the check sample below.

Pay to: Payment* Advantage Pointe Properties

Billing Name:

(As it appears on your Bank statement)

Routing Number:

Your 9 digit bank routing number

Account Number:

Please **do not** include the following information in the Account Number field: **Spaces**, **Dashes**, your **Debit/ATM Card Number** or **Check Number**. This information will cause your transaction to be rejected by your bank.

Check Sample

Memo

⑆ 075454565 ⑆ 454000900500 ⑆ 1444

⑆ ⑆ ⑆

Nine Digit Routing & Transit Number Account Number Check Number

Additional Notes

If submitting payment for rent, late fees or incidental charges to your account, please be certain that the 'Business Name' and 'Account ID' fields read as shown to the left in the 'Information required by your Payee' box.

Failure to enter the name of the primary tenant or to select the correct building address may delay the posting of your payment to your account.

Payments may only be made electronically if using your checking or savings account.

If you are paying by debit/credit card, please call PSN (24/7/365) directly at 1-877-390-7368 and provide them with your debit/credit card information. *There is a \$45 convenience fee for payments using debit or credit cards.*

If you have any difficulty or questions that have not been answered here, please call PSN (24/7/365) directly at 1-877-390-7368 or Advantage Pointe Properties during normal business hours at 505-205-1581.