Welcome to the convenience of online rental payments with eRentPayment! With eRentPayment you can set up an automatic recurring payment for your rent payment or login to our site each month and submit a one-time rent payment from your checking or savings account. You can also submit other rental payments, such as security deposits and utility payments. There is a $3 fee per rent payment that is automatically added and paid to eRentPayment. Southern Angel Properties does not charge this fee. Most residents pick the eRent option regardless of fee, and find this far more preferable than stopping at our bank, which is the only other way we accept rent payments.

Please use the steps below to register for online rent payment as a Renter

Registration Steps:

1. Go to [www.erentpayment.com](http://www.erentpayment.com/)
2. Select Register
3. Enter your personal information, select a User-Name, and then select Continue 4. You will be emailed a temporary password.
4. Select Home once you receive the password and enter you User-name and temporary password
5. Enter the Checking or Savings account you will be submitting payments with.
6. Select Submit.
7. Within the Renters section in the Renter Code field enter the following and then select Enter: (RENTERS CODE IS NUMERICAL ADDRESS OF BUILDING, FIRST LETTER OF STREE NAME, UNIT NUMBER. FOR EXAMPLE 17 BOUTELLE APT 3 WOULD BE 17b3,

241 MAIN ST. APT #5 WOULD BE 241m5, etc.) Your renter’s code is \_\_\_\_\_\_\_\_

1. The registration process is complete at this point so you will be presented with your property overview screen. If you are using the Automatic Recurring Payment feature you will need to use the 'How to Add an Automatic Recurring Monthly Payment' steps to add a Recurring Payment record to the system so we know which day of the month to process your payment.
2. You can select Profile then Change Password to change your temporary password.

You can submit payment manually each month or set it up to pay automatically

If you have any questions please contact Customer Service.

 customerservice@erentpayment.com

 1-866-852-5366

*Name, address, phone, email info here*

Date

Good Morning,

I wanted to let you know about a new, possibly more convenient, way to pay your rent. We have made arrangements with Kennebec Savings Bank to accept rent on our behalf from all of our tenants. In order to get properly credited, you must be very CAREFUL to follow the directions. (By the way, you DO NOT need an account of any kind to do this)

* 1. Walk up to any teller at Kennebec Savings Bank
	2. Tell them you want to have your rent deposited in Southern Angel Properties

CHECKING ACCOUNT.

* 1. Tell them to PLEASE put your name and property location on the deposit slip. (ex. John Smith 243 Main St Apt 3)
	2. Wait for them to give you a receipt. That’s all there is to it!

This new system accomplishes two things:

* 1. Saves you the extra 2-3 steps (and cost) of obtaining a money order and mailing it out.
	2. Gets your rent paid faster so there’s less chance of late charges.

Keep in mind bank hours. (check their website for changes) https://www.kennebecsavings.com/about-locations.htm **Monday-Friday**: **Lobby**: 8:00 a.m. to 4:00 p.m. / **Drive-up**: 7:30 a.m. to 5:30 p.m.

 *Signature*

Name and phone number