

WIN \$500!

Pay 1st installment of your 2013-2014 lease ON TIME & ONLINE to be entered in a drawing for a \$500 Visa gift card.

Paying Rent is Easy

No Hassle, Simple Ways to Pay Your Rent

It's the first of the month. You know what that means: time to pay rent. But how will you do it?

YOU CHOOSE:

01 Pay Online

02 Pay by Money Order

03 Pay by Check

04 Pay with Cash



01 Online Payments

We are pleased to offer the option to pay online with eCheck, VISA, Mastercard, or Discover!

Visit www.TheProvinceGreenville.com with the following information:

- What you will need for an eCheck payment: nine digit bank routing number, checking account number, check number, account holder name & billing address.
- What you will need for a credit card payment: 16 digit card number, expiration date, account holder name and billing address.

02 Money Order

Money orders are a great substitute for checks.

Money Orders are a safe, convenient, and economical alternative to paying with cash through the mail. They can be purchased from any Post Office locations in the United States. Money orders are a good alternative to checks. If you have trouble keeping track of the money in your checking account, getting a money order to pay apartment rent each month can help you avoid overdraft disasters.

How to Fill Out a Money Order

- Write the name of your apartment community on the "Payee," "Pay to," or "Pay to the order of" line.
- Write your unit number on the address line or include any other identifying info on this line if there is no other line for this information.
- Fill in your name on the "From," "Purchaser," "Sender," or "Remitter," field. You may also put your account number or other identifying info here if no other space is provided.
- Write in your address where it says "Purchaser's address," not the address of the person or community you're sending it to.
- Fill in the "Memo," "C.O.D. Number," "Re:," or "Used for" space. Not all money orders have this space, but if yours does write your number on it or other identifying info so that they know what you are sending the money for.
- Sign the money order if there is a place, it will be on the front of the money order, and will be labeled as something like "Purchaser, Signer for Drawer," "Purchaser's signature," or simply "Signature." *DO NOT sign the back of a money order, as this space is usually for the payee's signature.
- Your money order will either have a carbon copy underneath or a portion attached (usually to the side or top) to detach and keep for your records. Keep this receipt should the money order get lost or stolen.

UNITED STATES POSTAL SERVICE		POSTAL MONEY ORDER	
SERIAL NUMBER	YEAR, MONTH, DAY	POST OFFICE	U.S. DOLLARS AND CENTS
01234567890	2012 5 27	123456	200.00
AMOUNT TWO HUNDRED DOLLARS & 00/100*****			
PAY TO	NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS		
My Apartment Community	FROM	RESIDENT	CLERK 017
ADDRESS	557 Main St	ADDRESS	123 Main St
Anywhere, US 12345		Anywhere, US 12345	
C.O.D. NO. OR	ADDRESS		
DATE	my apartment #123	Anywhere, US 12345	
i= 123456789 i= 12340012345	ii=		

For More Information Visit: www.TheProvinceGreenville.com

03 Pay by Check

- Write the date on the line in the upper right hand corner.
- Write who the check is for on the line that says "Pay to the Order of".
- Write the amount of the check in number form in the box on the right next to the "Pay to the Order of".
- Write the amount of the check in word form on the line under the "Pay to the Order of" line.
- Sign the check on the line in the bottom right-hand corner.
- Write what the check is for and your unit number in the corner where it says "Memo".
- DO NOT write anything on the back of the check.

Paying apartment rent by check is probably the most common option. And it's easy to see why: all you have to do is fill out the check and get it to the Leasing Office. Pretty easy, right?

○ Check Number

Resident
123 Main St.
Anywhere US 12345

Date 5/27/2012

1001

PAY TO THE ORDER OF My Apartment Community \$ 200.⁰⁰

two hundred & 00/100 DOLLARS

My Bank
456 Main St.
Anywhere US 12345

MEMO my apartment #123 Your Signature

①-23456789 ②-0012341234 1001 ③-

○ Routing Number ○ Account Number

04 Pay with Cash

Since carrying cash is risky for you and our staff, always pay with cash as a last resort, try to get a money order, cashiers check or check before paying with cash.

Tips for Paying with Cash

- Always hand the cash to an associate.
- DO NOT put cash in the drop box.
- Never leave without requesting and receiving a receipt that looks just like this one. If you do not receive a receipt exactly like this one, let us know by emailing: receipt@edrtrust.com.



JOURNAL # _____ RECEIVED OF _____ DATE _____ / ____ / ____

ADDRESS _____

CASH/COIN CHECK MONEY ORDER CREDIT CARD

DOLLARS \$ 123456

BY: EDR Management, INC

Thank You