



RENT PAYMENT INFORMATION

We hope this memo finds you well. As part of our commitment to providing a convenient and efficient rental experience, we want to outline the guidelines for submitting your monthly rental payments. Please take a moment to familiarize yourself with the following options available:

1) Online Payments:

Our preferred method for rental payments is through our secure online portal. To make a payment online, please follow these steps:

- If you do not have a login account please contact your leasing agent for assistance at 860-525-4442.
- Log in to the tenant portal using your credentials.
- Navigate to the "Payments" or "Pay Now" section.
- Enter the amount you wish to pay and select your preferred payment method (credit/debit card, ACH transfer, etc.).
- **Please Note:** Our payment processing vendor charges a service fee for any online transactions.
- Confirm the payment details and submit.

Please ensure that your online payments are submitted by the due date to avoid any late fees.

2) Electronic Payments:

Electronic Cash PaySlips offer a secure way for residents to pay rent and other charges with cash. Residents can re-use the same PaySlip each time they make a cash payment at a participating location.

- PaySlips display a barcode that is unique to each resident.
- Generate the PaySlip directly from the resident's page in AppFolio.
- PaySlips that have been generated will automatically be available in the Online Portal for your residents.
- The PayNearMe PaySlip will preview payment instructions for all participating locations in your area.
 - 7-Eleven
 - CVS
 - Walgreens
 - Walmart

3) Mail-in Payments::

If you prefer to submit a physical check or money order, you can mail your payment to 15 Webster St. Hartford, CT 06114. Please make sure to include your name and property address on the payment.

4) **In-Person Drop Off:**

For those who would like to drop off their payments in person, there is a designated green drop-box located at 15 Webster St. Hartford, CT 06109. Please place your payment in an envelope clearly marked with your name and property address.

Important Reminders:

- Always include your name and property address on your payment to ensure accurate processing.
- If you encounter any issues with the online portal or have questions about your payment, please contact our office at 860-525-7346 or email Leasing@regocorp.com.

We appreciate your cooperation in adhering to these guidelines, which help us streamline the rental payment process for everyone. If you have any further questions or concerns, do not hesitate to reach out.