



## No Fee Online payments through your bank.

You may pay your rent online through your bank. Although your bank may charge you a fee to use this method, Ithaca Renting does not. You should do this at least 10 days before the payment due date to make sure that the payment is received on time. If you have not made a payment online before, you will need to go through a few simple steps on your banking web site first.

Log in to your banking web site. Go to the tab or link for paying bills. This may say 'Pay your bills' or 'Bill Pay' or 'Make a Payment'. Your bank may use a different phrase. If you have never used this banking service before, your bank may require you to register your account so that you can make payments this way. Once you have registered your account, you are ready to pay your rent and other bills.

ADD a new Payee. (This may say 'Pay to Payee', 'Add a new Payee', 'Add a new account' or something similar. ) Or it may say 'Pay to a Company.'

### The NAME of the Payee or Company depends on your building.

Collegetown Center Residents: COLLEGETOWN CENTER LLC

Collegetown Plaza Residents: COLLEGETOWN PLAZA LLC

Collegetown Court Residents: COLLEGETOWN COURT LLC

All other Residents: ITHACA RENTING COMPANY

### The ADDRESS of the Payee is:

Ithaca Renting Company  
119 Dryden Road  
Ithaca, NY 14850

### The TELEPHONE NUMBER of the Payee is:

(607) 272-3000

### The ACCOUNT NUMBER is:

Your Building/Apartment Number.

Example: If your apartment is #200 at Collegetown Center, your Account Number is 'CENTER 200'

Example: If you are not in Center, Plaza or Court, your Account Number is your Street Address + Apartment Number '426 Eddy #4' or '214 Dryden'

### The PAYMENT should be:

The amount due for your current rent payment.

**If you have a Damage Deposit due, this payment must be made as a separate transaction. We are not able to accept a single payment for the combined amount.**

To COMPLETE THE TRANSACTION: follow the bank's procedure for finalizing the payment.

Please note that once you have completed this process, the payment is not instant. Your bank will print out a check from your account and mail it to us.

**This process takes approximately 7-10 days from when you complete the transaction until we receive your payment.**

Please do not wait until your payment is due to start your transaction!

Once you have us set up in your banking system, making future payments will be easier. You will not need to enter our address or the account number again, only the payment date and amount. You can even set these payments in advance, so that they are automatically taken care of for you.

If you have any questions, please let us know.