



PAY YOUR RENT ONLINE THROUGH YOUR BANK

Here is how:

You may pay your rent online. 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 website first.

Log in to your banking website. 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:

CityView Residents: CITYVIEW LLC

Commons West and Ivy Residents: COMMONS WEST LLC

Colonial and Commons Studios Residents: ITHACA RENTING COMPANY

Fane 154-156 & Old Cigar Factory Residents: FANE ENT

Whiton Hall Residents: ORANGE BRICK GARAGE

Country Garden Residents: COUNTRY GARDENS

The ADDRESS of the Payee is:

Ithaca Renting Company

P.O. Box 642

Ithaca, NY 14851

The TELEPHONE NUMBER of the Payee is:

(607) 273-9462

The ACCOUNT NUMBER is:

Tenant's Last Name + Apartment Number.

Example: If your last name is Smith and your apartment number is 2B, your Account Number is 'SMITH 2B'

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.