

HOW TO PAY YOUR RENT

Your Tenant Reference:

In this office, here's how we ask all our Tenants to pay rent.

Payment methods:

1. **'Set & Forget' Automatic Payments** – payments processed automatically when due. *Complete the form overleaf*



2. **SMS or Email 'Rent Reminders'** – receive reminder & just reply "YES" to pay *Complete the form overleaf*



3. **BPAY** – pay via your internet banking profile *Complete the form overleaf*



4. **Other** – Other options including Bank Cheque may be available.

Benefits of 'Set & Forget' & 'SMS/Email Rent Reminders':

Choose easy Set & Forget automatic payments or receive a SMS/Email Rent Reminder and simply reply YES to pay.

- ✓ Save time & hassle – never forget to pay your rent.
- ✓ Easiest way to pay rent – no need to login every time rent is due.
- ✓ You can earn reward points on credit card payments – the profitable way to pay rent:
Pay \$615 rent p/week and you can earn 32,000 points every year – enough for 2 return flights between Sydney & Melbourne.
- ✓ Earn 1,000 Frequent Flyer points with your first card payment.
- ✓ Ease the burden by using the up to 55 interest free days when you pay by credit card.
- ✓ If a payment fails, you receive an SMS/Email alert and your payment is automatically re-tried.
- ✓ Online access to payment history.
- ✓ Cost effective ways to pay – card payments are not treated as a cash advance and you earn points.
- ✓ Fully secure – card numbers are tokenised and never stored in full.
- ✓ Payment services provided by industry specialists, Rental Rewards.



How much & when to pay:

- See your lease for your rent amount and frequency details.
- Regardless of which payment method you select, always set up your payments for 3 days before your rent is due to allow for bank clearance times, weekends and public holidays.

Setting up payments by   

1. Complete the 'Rent Payment Set Up Form' overleaf:
 - Enter a 'Next Rent Due' date 3 days before your rent is due to allow funds to clear from your account.
 - Give the completed form to your Property Manager or send to Rental Rewards.
2. Set up:
 - You will receive a confirmation email and you can access your rent payment info online.
3. Payments processed:
 - Your payments will be processed as per your payment options.

Direct Debit Service Agreement: Drawing arrangements:

We will advise you, in writing, the details of the direct debit drawing arrangements (amount, frequency, commencement date) at least 1 calendar day prior to the first drawing (via your lease). Where the due date falls on a non-business day, we may draw the amount on the next business day. We will not change the amount or frequency of drawing arrangements without prior advice or approval. We reserve the right to cancel the direct debit drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution & to arrange with you an alternative payment method. We will keep all information pertaining to your nominated Financial Institution account private and confidential. Your rights: You may terminate the drawing arrangements or stop payment of a drawing at any time by giving notice to us, which should be received by us at least 5 business days prior to the due date. You may request change to the drawing amount and/or frequency of drawings by contacting us and advising your requirements no less than 5 business days prior to the due date. Where you consider that a drawing has been initiated incorrectly, you should take the matter up directly with us. Your responsibilities: It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by your Financial Institution. It is your responsibility to advise us if the account nominated by you to receive drawings is transferred or closed and to arrange with us a suitable alternative payment method if the drawing arrangements are cancelled either by you or your Financial Institution.

Agent Name	RE APPLEBY REAL ESTATE	Agent ID	300078
Tenant Name			
Address			
Suburb		State	Postcode
Email			
Mobile Phone <i>Required for SMS Rent Reminders</i>	04 [] [] - [] [] [] [] [] [] [] []	Contact Number	0 [] - [] [] [] [] [] [] [] []
Date of Birth <i>For ID purposes</i>	[] [] / [] [] / [] [] [] [] [] []		
Qantas Frequent Flyer Number	Earn 1,000 Qantas Frequent Flyer points^ with your first payment and every year. []		
ENTER YOUR PAYMENT DETAILS:			
Next Rent Due*	[] [] / [] [] / [] [] [] [] [] [] <i>To ensure your rent is received on time, pre-date by 3 days to allow time for funds to clear your account</i>	Rent Amount*	\$ [] [] , [] [] [] [] . [] []
Rent Frequency*	<input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly	Lease End Date	[] [] / [] [] / [] [] [] [] [] [] <i>For information only – payments continue until cancelled.</i>
Payment Method <i>Choose a payment method</i>	'Set & Forget': <input type="checkbox"/> <i>Automatic payments every time rent is due.</i> 'Rent Reminders': SMS <input type="checkbox"/> <i>or</i> EMAIL <input type="checkbox"/> <i>Receive reminder & simply reply 'YES' to pay.</i> 'BPAY': <input type="checkbox"/> <i>Process payments using your internet banking.</i>		
CHOOSE A PAYMENT OPTION:			
 <i>Earn reward points and utilise interest free days.</i>	Card Number: [] [] [] [] - [] [] [] [] [] [] [] [] [] [] [] [] [] [] Expiry Date: [] [] / [] [] Name on Card:		
 <i>Not as rewarding as paying by card.</i>	BSB: [] [] [] - [] [] []	Account Number: []	
<i>BPAY details will be in your welcome email. Processing fee is charged to your bank a/c when you pay.</i>	BSB: [] [] [] - [] [] []	Account Number: []	
DECLARATION & SIGNATURE:			
<p>DECLARATION: I hereby register with Rental Rewards ACN 056881942 (RR) & authorise RR or my Agent to process payments from my nominated account including the convenience fee (incl. GST) of \$2.20 per BPAY Transaction OR 0.5% of transaction value for Bank Account transactions OR 1.45% of the transaction value for MasterCard /Visa OR 2.65% of transaction value for premium and overseas cards in accordance with this Tenant Registration Form (TRF), Direct Debit Service Agreement (DDSA) & the Terms & Conditions (TC) at www.rentalrewards.com.au. A \$1.51 fee is applicable to set up & confirm the legitimacy of payment details. Other fees may apply including for failed payments – see full TC for details. By signing this TRF, I confirm the information above is true & correct, that I have read, understand & agree to be bound by the TRF, DDSA & TC. I understand that this arrangement will remain in place until such time as it is cancelled by me, my Agent or by RR. Transactions will appear on your bank statement as: "REAL ESTATE PAYMENT-RR, AUSTRALIA"</p> <p>Direct Debit Request: I/we hereby request and authorise that moneys due in terms of the repayment arrangements covered by this document be drawn by Rental Rewards Pty Ltd (User Id: 470911) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.</p>			
Account Holder Signature <i>Are 2 signatures required for joint accounts?</i>	X	Date:	[] [] / [] [] / [] [] [] [] [] []
	X		
OFFICE USE ONLY			
Tenant ID / Reference*:		SOURCE:	AGENT
RETURN FORM TO: Your Agent OR Scan & Email: forms@rentalrewards.com.au OR Fax: (02) 9818 6616			
* Recommend Agent to pre-fill marked fields.			