



GARDEN HOMES MANAGEMENT CORPORATION

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www.gardenhomesmanagement.com

RENT PAYMENT OPTIONS

Garden Homes is pleased to offer you two easy electronic options for paying your rent.

OPTION 1: AUTOMATIC PAYMENT PLAN

Save time and money by paying your rent with our free automated payment plan! Never be late on a rent payment. No late charges. No checks to write.

HOW IT WORKS: You authorize a monthly payment to be made from your checking or savings account. Your payments will be made automatically on the specified due date.

HOW TO SIGN UP: Complete the attached **Automatic Payment Plan authorization** form and return it to our office with a **VOIDED CHECK or printed routing and account number for your checking account provided from the bank.** You may fax the form and voided check to 203-967-8372, email to info@gardenhomesmanagement.com or send by mail to the Stamford office.

OPTION 2: ONLINE RENT PAYMENTS THROUGH TENANT WEB ACCESS

No checks to write. No stamps to buy. No worrying about if and when your rent check arrives at the Stamford Main Office.

HOW IT WORKS: Access your account information and make rent payments online through **Tenant Web Access.** The Tenant Web Access portal is available to you 24/7, and the electronic transfer happens immediately.

HOW TO SIGN UP: To register, you will need your **Garden Homes Account Number,** which appears underneath your Property Name and Unit # on your lease. Garden Homes must have your correct **social security number and date of birth** on file. Go to www.gardenhomesmanagement.com, click on **"PAY YOUR RENT ONLINE"** on the Login screen and click **"SIGN UP."** Be advised that the Tenant Web Access provider charges a \$1.00 convenience fee for each rent payment made.

While logged into Tenant Web Access, you can also view your open charges and manage payment information.

Remit monthly payments through the mail

Mailed rent payments must be received by the Stamford office by the 10th of each month to avoid late fees. Be sure your name, property and unit # are on the payment. If you wish to remit payments through the mail, please advise our office in writing and we will send you a supply of pre-addressed rent envelopes.

If you have any questions about Rent Payment Options or Tenant Web Access, please contact our office at (203) 653-2473 or info@gardenhomesmanagement.com.

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