

How to Make Rental Payment



We accept the following payment options:

1. Electronic Fund Transfer (EFT)

Go to www.UCRez.com, log into your account, select the Make payment, and fill in the information for setting it up. Please check the **Electronic Fund Transfer (EFT) Resident Rent Payment** on the next page for the instruction.

2. Personal cheque

- Your personal cheque payable to **UCRez Property Management Inc.**
- Please include your unit number on your cheque.
- There is a \$27.5 fee for all NSF cheques.
- UCRez is not responsible for mail service. If your payment is not received, a late payment fee will be charged to your account.

3. Certified cheque, money order, or bank draft

- Certified cheque, money order, or bank draft payable to **UCRez Property Management Inc.**
- Please include your unit number on your certified cheque, money order, or bank draft.
- Certified cheque, money order, and bank draft are able to be purchased from your bank, Money Mart, Western Union, and Canada Post.
- UCRez is not responsible for mail service. If your payment is not received, a late payment fee will be charged to your account.

Mailing address: **3165 Sandwich St., Windsor ON N9C 1A7**

RENT PAYMENT POLICY

- *Rent payments are due no later than the 1st of each month, regardless of the day you move into your apartment. In issuing your rent checks, please write your apartment address in the memo section to ensure that the payment is credited properly. **NO CASH PAYMENT WILL BE ACCEPTED.***
- *Tips: UCRez Property Management Inc. would like to strongly encourage all tenants to participate in the **Pre-authorized Debit** payment plan whereby your rent payments are withdrawn from your bank account automatically each month., it is super convenience, it is **FREE** for our tenants.*
- *Returned Check Policy: If a rent check is returned by the bank to the lessor for any reason, there will be a \$27.5 penalty charged to the lessee. If checks are returned, only a certified check will be accepted as payment, No Personal Checks.*

Remember: You must give us a 60-day notice of your intent to move to be in compliance with your lease agreement. Please download the notice from our website www.UCRez.com.

Electronic Fund Transfer (EFT)

Resident Rent Payment

Please prepare your personal cheque or go to your bank ask for the Direct Debit Information/ Void Cheque Form to fill the payment information.

Step 1

Select
"Make payment"

Payments

Messages

Owed: \$5,100.00 [Make payment](#) [Contact us](#)

Scheduled payments

No payments scheduled

Transactions history [Email statement](#)

Date	Memo	Amount	Balance
01/09/2017	Charge - LMR	\$2,100.00	\$5,100.00
01/09/2017	Charge - KD	\$300.00	\$3,000.00
01/09/2017	Charge - FMR	\$2,100.00	\$2,700.00
31/07/2017	Charge - Security Deposit	\$2,100.00	\$600.00
07/07/2017	Payment - Email	-\$1,500.00	-\$1,500.00

Balance:
\$5,100.00
[Make payment](#)

Lease information
Lease expires: ~~30/09/2019~~
Account: ~~00000000~~
Payment is due by the 1st of the month.
Prefer to pay by mail?
Send payment to:
UCRez Property Management Inc.
3165 Sandwich St.
Windsor ON N9C 1A7

Step 2

eCheck Setting

On this date

(*Please be noted,
for the rent
payment, the date
must be the first day
of each Month)

One time payment
(It can be used for
one-time payment)

Monthly
(It can be used for
rent payment)

Make a payment

Pay with

eCheck (plus \$1.00 per transaction) ▼

Pay this amount

\$5,100.00

On this date

2017-07-01

Frequency

Monthly

Every two weeks

Quarterly

Yearly

Every two months

Daily

Every six months

One time payment

Account owner name

Account type

Checking

Savings

Transit number

5-digit numt

Institution number

3-digit number

Account number

Account number

Help?

☐ Save my Banking info for next time

[Review](#) [Cancel](#)

Select
Checking

Account type

Checking

Savings

Transit number

Institution number

Account number

5-digit num

3-digit number

Account number

Hide

YOUR NAME

123 YOUR STREET

YOURCITY, ONTARIO R3B 1E7

725

DATE

PAY TO THE ORDER OF

\$

7100 DOLLARS

YourBank

123 THEIR STREET

YOURCITY, ONTARIO R3B 1E7

MEMO

725 12345678 123456789

CHEQUE #

TRANSIT #
(5 digits)

INSTITUTION #
(3 digits)

BANK ACCOUNT #

☐ Save my Banking info for next time

Review

Cancel

Step 3
Review the payment,
then select
Send payment

1

Payment info

2

Review payment

3

Receipt

Note: Non-sufficient funds ("NSF") **NSF CHARGES** \$27.50 will be applicable if there are not sufficient funds in the account to cover the charges.