



FLEX-PAY PROGRAM

Unexpected situations happen.


Our FLEX-PAY Program allows residents to split the current month's rent into a later scheduled payment.

FLEX-PAY RULES

- ✓ Request Flex-Pay on or before the 1st of the month
- ✓ Once approved, late fees stop accruing
- ✓ Review calendar dates below for due date
- ✓ Full balance must be paid by the end of the month
- ✓ Available payment dates are listed in the Resident Info section

HOW TO ENROLL

- ✓ **Step 1:** Send a message through Rent Manager requesting a Flex-Pay form for the current month.
- ✓ **Step 2:** A Flex-Pay agreement will be sent through Rent Manager for electronic signature.

 **Important** Do not make Flex-Pay payments until you have received and signed the agreement.

Payment dates must be adjusted first to prevent automated reminder notices.

PAYMENT INFORMATION

- ✓ All payments must be made **online** through **Rent Manager**.
- ✓ ACH (bank transfer) payments are **FREE**
- ✓ After enrollment, you will receive a Flex-Pay agreement explaining the program and payment examples.