



Easy Pay Tenant Agreement and Setup

I hereby authorize Core Property Management Inc. to present recurring ACH debits to the account identified below. Transactions will show up on your account as Core Property Management. Any transaction rejected for nonsufficient funds or chargeback may be assessed a fee of \$25.00. This authorization will remain in effect until Core Property Management Inc is notified to stop future transactions by one of the following methods:

1. Login to your tenant portal at <https://secure.rentecdirect.com/tenants/>, select the Easy Pay tab and disable the service.
2. Notify your Core Property Management Inc., and ask them to disable the service on your behalf.
3. Email us and include your full contact information and the last 3 digits of your bank account number to: Core Property Management Inc requesting cancellation of service.
4. Send a letter via the United States Postal Service including your full name, us, including your name, and your bank account's routing and account numbers (or include a voided check) with instructions included to disable Easy Pay for your account. **Send the notice to: Core Property Management Inc 536 West Chestnut Junction City Ks 66441.**

Initial Your Choice

_____ I wish my payments to be automatically processed. You or your property manager can still modify this schedule or schedule one time transactions online.

_____ Weekly on the _____ day of the week in the amount of \$ _____.
Monthly on the _____ day of the month in the amount of \$ _____.

_____ I will login to my tenant portal and manually make payments or set my recurring schedule online.

Enter your account information.

My Name _____
Name of Renter (if different) _____
My Rental Address _____
My Bank Routing Number _____ (always 9 digits)
My Bank Account Number _____

Account Owner Signature Date

Print Name Phone

Return Directions

Scan and email the documents to: toni@corepropertymanagementinc.com or
Return via toll-free fax to 1-866-819-9512, or Mail a copy to 536 W. Chestnut St, Jc Ks 66441