

Instructions for Online Payments

Use Bank Acct. Number and Routing Number

***NO Credit Card or Debit Card* Numbers – If you use a credit or debit card # your payment will be rejected and you will be charged an additional \$5.00 fee.**

The diagram shows a check with the following fields and labels:

- YOUR NAME**: 1234 Main Street, Anywhere, OH 00000
- DATE**: _____
- PAY TO THE ORDER OF**: _____
- \$**:
- DOLLARS**: _____
- ROUTING NUMBER**: 044072324
- ACCOUNT NUMBER**: 000123456789
- CHECK NUMBER**: 123

- 1.) Go to www.partloproperty.com.
- 2.) Click on “Current Resident” tab.
- 3.) Drop down box select “Pay Rent”

Two options:

- 1.** Quick Pay: Use this to make a one-time payment
- 2.** *Acct Number= “Rent” (case sensitive)*
- 3.** Sign In: Use this option if you want to make payments regularly.

There is a \$5.00 convenience fee for each online payment.

We recommend that you use either Google Chrome or Firefox as your browser.
If you need assistance please call 989.779.9886.
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