

Instruction for Setting Up Recurring Electronic Rent Payments

Dear [Tenant's Name],

To ensure timely payment of your rent, we encourage you to set up recurring electronic rent payments. Please follow the steps outlined below:

Step 1: Access Your Bank Account

Log in to your online banking account using your credentials.

Step 2: Navigate to Bill Pay

Find the 'Bill Pay' section of your banking platform.

Step 3: Add a New Payee

Click on 'Add Payee' and enter the following details:

- **Payee Name:** [Landlord/Property Management Name]
- **Payment Address:** [Property Address]
- **Account Number:** [Your Rental Account Number]

Step 4: Set Payment Amount and Frequency

Enter the amount due each month and select 'Monthly' as the payment frequency.

Step 5: Schedule the Payment Date

Choose a payment date that falls before the due date of your rent.

Step 6: Confirm and Save

Review your details and confirm the setup. Make sure to save the settings.

If you have any questions, please do not hesitate to reach out. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]