



LER PROPERTY MANAGEMENT

How to Pay Rent

Rent is due on the 1st of each month and is considered late by 5pm on the 5th day of the month. Late fees will be outlined in your lease agreement and will be fully enforced. Tenants must pay rent online through Appfolio to avoid \$35 convenience fee.

Appfolio: Upon signing your lease you will receive an activation link through text. You must activate your account within 24 hours of receiving. You will pay rent and submit work orders for maintenance on this Portal.

We will accept check, cashiers check or money order but a \$35 convenience fee will apply. Check must be in our office at 6804 Sheridan Rd Kenosha, WI 53143 by 5PM on the 5th business day or it will be considered late. You can drop it off at the office or mail it. **NO CASH WILL BE ACCEPTED.** Please write your address & month of rent payment on the check memo and ensure you fill out your check completely.

Electronic Cash PaySlip Electronic

Cash PaySlips are a secure way to pay rent with cash. Each tenant will receive their very own PaySlip with a barcode that is unique to each tenant. This PaySlip can be re-used at any participating location seen below. Please reach out to our office to get your PaySlip before the first of the month.

- 7-Eleven
- CVS
- Ace Cash Express
- Casey's General Stores

If you lose the PaySlip, the office can regenerate and issue you a new PaySlip. The old PaySlip will no longer be valid. PaySlips can either be printed or emailed. How does it work?

- Bring your cash along with your PaySlip to the nearest participating location to give to the cashier. The cashier will process the transaction and give you a receipt. You will also receive an electronic receipt from AppFolio either through text or email.

- Once the PaySlip has been processed, the payment will automatically be applied to your tenant ledger.
- There is a maximum transaction amount of \$1,500 per transaction for 7-Eleven. The maximum transaction amount per transaction for CVS, Casey's, and Ace Cash Express is \$2,000.
- There is a transaction fee of \$3.99.
- If you experience an issue while in a store, please call AppFolio's customer service number (888) 714-0004 from the store so it can be resolved over the phone. Most issues can be solved via phone call. This number is available 24/7.