



RENT PAYMENT OPTIONS

February 2017

PAYMENTS

Online

Pay online with your checking account or credit card. Go to tenant online portal (Let us know if you need password reset and emailed to you) and log in with your username and temporary password (please change password after login). You will then be able to make payments online instantly:

- **\$1.00 transaction fee** - To pay with your checking account Your bank account and routing numbers (Found on your paper checks)
- **2.75% fee** - To pay with credit card; need card #, exp. date and security code on back of card

Bank account must be the same name as the rental account in order for most banks to process payment. It is tenant's responsibility to make sure name and account numbers that are entered in payment screen are correct. If payment does not process correctly because of tenant entry error, the bounced check fees will apply and any late fees accrued until full rent amount is received.

***** ALL REJECTED PAYMENTS ARE SUBJECT TO LATE FEES *****

Payment must be recorded in tenant portal by 12:00 PM on the 3rd of the month to avoid late fees. You will receive a confirmation email automatically from system.

Rooftop Property Management
20079 Stone Oak Pkwy. Ste# 1105-456
San Antonio, TX 78258

Renter's Insurance required: Renter's insurance is a requirement to rent from Rooftop Property Management. If you have elected to purchase Assurant rental insurance and have invoiced to your rental account, please be sure to include \$14.50 premium payment to keep your renter's insurance current. You may not see it on your monthly rental statement, because it will not show up on your account until the 1st of every month.

"I travel a lot for my job and Rooftop makes it so easy to pay rent from where ever I am, any-time of day..."

- Jessica R.

Payment Tips

- The name on your bank account must match your rental account to avoid a possible rejected payment by the bank.
- We no longer accept mail in payments. Please make all payments with a bank account or credit card only.

Rent payments made easy