

RENTAL PAYMENT OPTIONS

There are multiple ways to pay your rent.

FREE payment options:

1. Bill Pay from your bank - You may set up a monthly payment and your bank will mail us a check directly. **MAKE SURE TO PUT YOUR ADDRESS IN THE MEMO SO WE KNOW WHERE TO APPLY THE PAYMENT;**
2. Auto-Draft - log onto our tenant portal, download the form, sign it and email it back to us: <https://www.fanapartments.com/tenant-portal.html>
3. Mail us a check – be sure to mail a couple of days before the 1st as we use the postmark for late rent. Please note: We never deposit rent checks before the 1st. If your address is not on your check and/or someone else is paying the rent, please include your address & apartment number in the memo section of your check **CONTACT US IF YOU WANT ANY MORE PRE-ADDRESSED ENVELOPES**

Service Charge payment options: Starting January 1, 2022 there will be a 3.5% surcharge

1. You may pay online with a Visa/Mastercard/Amex/Discover:
www.fanapartments.com/tenant-portal.html

As we navigate new payment methods, please be reminded that rent not received when due is subject to a late charge. Your rent is due on the first day of the month, as indicated in your lease. Please adjust your payments accordingly or you will receive a late charge.

Payment Questions: Email: fanapartmentsbooks@aol.com or Call 804-358-1948. Please leave a message if we do not answer.

We appreciate you as a Tenant.

Fan Apartments, Inc.