

# PAY YOUR RENT ONLINE

## ONLINE MONTHLY PAYMENTS

On behalf of the entire staff at Royal Realty Corp., it is with great pleasure that we welcome you to your new home. As a new resident, we ask that you please review the following information, as this pertains to your monthly billing.

Royal Realty Corp. offers its residents an exclusive, automated payment service powered by ClickPay. Easily set up your bank account to be charged for the amount authorized automatically each month.

## RESIDENT BENEFITS

- View your statements and balances online
- Your payments are always on time, even if you are traveling
- Receive payment confirmation emails
- Online account access to manage payment methods and view payment history
- Pay with all major credit cards (Visa, Mastercard, American Express and Discover)
- It's free to set up automatic payments from your bank account

## SETTING UP A CLICKPAY ACCOUNT

To get started with online payments, please visit the web address below and follow the instructions.

[www.ClickPay.com/Royal](http://www.ClickPay.com/Royal)

- Click **Register** and create your online profile
- **Add Your Unit** using your building number and zip code
- Add your preferred **Payment Option** (e-Check for free or credit card for a fee)
- Set up **Automatic Payments** or click **Pay Now** to make one-time payments

## PAYMENT SUPPORT

If you have general questions, change banks or want to pause, cancel or update your payment schedule, please contact ClickPay through one of the following:

- [www.clickpay.com/help](http://www.clickpay.com/help)
- [support@clickpay.com](mailto:support@clickpay.com)
- 1.800.533.7901 (option 1)

## NOT ENOUGH FUNDS AVAILABLE

You will receive an email each month prior to the debit to remind you that payment will be due. If you don't have funds available, you can login and pause the recurring payment to avoid a charge for insufficient funds. If you do not have funds available when the debit is initiated, you will be charged a fee for insufficient funds—the same as if a check was returned.

## QUESTIONS

If you have any questions about this service or your account, please call **1.800.533.7901 (option 1)** or email [support@clickpay.com](mailto:support@clickpay.com).

## ACCOUNTING

### Q: When is my rent payment due?

All rent payments are due on the 1<sup>st</sup> of each month as per your lease agreement. Your lease may begin on a different date of the month, however please submit all rent payments by the 1<sup>st</sup> to prevent late fees. Rent payments received after this date are considered late and your account will be assessed a late fee.

Please refrain from submitting payments to the Front Desk or Leasing Offices. Payments received in this manner will be returned to residents. If you do not receive a rent statement by the 26<sup>th</sup> of the month, please contact Clickpay at 800.533.7901 or [Support@clickpay.com](mailto:Support@clickpay.com).

### You may also mail a rent check to:

58 CORNER LLC  
c/o Royal Realty Corp  
One Bryant Park - 49th Floor  
New York, NY 10036