

**Distinct Property management Company Tenant Agreement and Setup**

I hereby authorize Rentec Direct to present recurring ACH debits to the account identified below and forward them to my property manager. Transactions will show up on your account as **RentecEasyPay**. Any transaction rejected for non-sufficient funds or chargeback may be assessed a fee by your landlord. This authorization will remain in effect until Rentec Direct is notified to stop future transactions by one of the following methods:

- 1. Login to your tenant portal at <https://secure.rentecdirect.com/tenants/>, select the EasyPay tab and disable the service.
- 2. Notify your landlord or property manager and ask them to disable the service on your behalf.
- 3. Email Rentec Direct and include your full contact information, the name of your landlord, and the last 3 digits of your bank account number to [easy pay@rentecdirect.com](mailto:easy pay@rentecdirect.com) requesting cancellation of service.
- 4. Send a letter via the United States Postal Service including your full name, your landlord's name, and your bank account's routing and account numbers (or include a voided check) with instructions included to disable EasyPay for your account. Send the notice to: Rentec Direct, 301 NE 6th St, Grants Pass, OR 97526

**Initial Your Choice**

<b>I wish my payments to be automatically processed. You or your property manager can still modify this schedule or schedule one time transactions online.</b>	
<b>Initials _____</b>	<b>Monthly on the _____ day of the month in the amount of \$ _____.</b>
<b>Initials _____</b>	<b>Weekly on the _____ day of the week in the amount of \$ _____.</b>

<b>Initials _____,</b>
<b>I, or my property manager with my instruction, will login to my tenant portal and manually makepayments or set my recurring schedule online.</b>

Enter your account information **AND** attach a voided check on page 2.

My Name \_\_\_\_\_

Name of Renter (if different) \_\_\_\_\_

My Rental Address \_\_\_\_\_

My Bank Routing Number \_\_\_\_\_ *(always 9 digits)*

My Bank Account Number \_\_\_\_\_

\_\_\_\_\_

Account Owner Signature Date

\_\_\_\_\_

Print Name Phone Date

Both items below must be provided to process your application. If sending by fax, it is recommended you photocopy this page with the voided check and ID first.

**Attach a copy of a voided check or bank letter on bank letterhead with your account information here or on a separate page.**

**Attach a copy of your government issued photo ID here or on a separate page. Using a photo copier to enlarge your ID 70-100% before faxing it is useful to ensure it is legible after being faxed.**

**Return Directions**

Return both pages via fax toll-free to 888-882-1062  
Or retain a copy for yourself and mail to:

Rentec Direct  
301 NE 6th St  
Grants Pass, OR 97526  
Page 2 of 2 - Easypay Tenant Authorization (v1.1) PMID: 3143