



### **Rent Payment Instructions**

Roberts and Sons Real Estate will email an invitation to you to set up a password for the resident portal. You should get this invite when you receive your move in email and lease to sign. The invite expires after 24 hours, so if you don't set your password within that time, you will need to request it resent to you again.

Once you get the portal email and follow the link to set your password, you can use this password and your email address as your login name to access the tenant portal found on our main site [www.ras-re.com](http://www.ras-re.com) under the residents tab. You cannot access the portal until you get the email invite and set your password.

You can split the rent payment among multiple tenants and roommates each with their own login, password, and bank account information. Everyone on the lease sees the same ledger, but all bank and login information is private to the individual resident.

#### **Option #1 : Checking / ACH / eCheck / Direct Debit –**

This option carries a \$1 convenience charge per transaction, but avoids postage costs and postal delays

You access this option on your resident portal by selecting the CHECKING option under payment method. You have to set up at least one bank account with routing and account number information first.

Checking / ACH / eCheck / Direct Debit are all the same type of ACH transaction that electronically pull payments directly from your checking account.

WARNING : the portal will allow you to use credit and debit cards, but this should be AVOIDED except for emergencies as they carry larger bank fees. You will be warned about the larger fees if you choose to use credit or debit cards.

#### **Option #2 : Pay with cash at a CheckFreePay Location**

This option carries a \$3.75 convenience charge

You access this option on your resident portal by selecting the CASH option under payment method. The portal will allow you to print out a VOUCHER with your account number on it . You then take the voucher and payment to one of the payment locations. Most Walmart and King Sooper locations accept the CheckFreePay vouchers

Visit [CheckFreePay](#) for additional payment locations.

#### **Option #3 : Mailed payments**

The lease specifies that all other payments will be mailed to the rent payment address, and be **received by the 1<sup>st</sup> of the month**. Hand delivering rent to our office is not acceptable without approval. The mailing address is: **Roberts and Sons Real Estate, LLC, 7920 Grasmere Dr, Boulder, CO 80301**

- Mailed Payments need to be received by the 1<sup>st</sup> of the month. Consistent with your lease, mail postmarks are not considered, only the received date. Failure to receive payments by the 1st will result in late fees as described in your lease
- Late fees are \$10 per day, and should be included with the rent if you expect it to be late. Example: Rent received on the 6<sup>th</sup> is 5 days late, and the rent payment should include a \$50 late fee in addition to the standard rent amount.
- Only send payments made payable to Roberts and Sons Real Estate. **DO NOT SEND CASH**. Payments can include rent, late payments, security deposit payments, and utility payments.
- **Do not post-date checks**. **All** funds received will be cashed immediately.
- Each paper check or money order **must** have the **full** property address **OR** the **full name** of one person named on the lease written on it. Failure to correctly include this information can prevent applying the rent to your account or result in late charges. Information printed on the outside of the envelope does not count. It must be on the check itself.