

ROBERTS & SONS REAL ESTATE LLC

Rent Payment Instructions

Option #1 : Direct Debit –

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

Direct Debit (DD) is an ACH transaction that electronically pulls rent from your checking account. Roberts and Sons Real Estate will email an invitation for you to set up a password for the portal. You should get this invite when you receive your move in packet 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 be resent to you again.

Once you get the 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 at or on our main site 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. Just understand that each transaction will incur the \$1 bank fee. Payments correctly made on or before the 2nd business day are considered on time.

Option #2 : Pay Your Rent in Person at a FirstBank (1st Bank) Location

This option carries a \$10 convenience charge UNLESS you are paying with money orders or cashiers checks

Visit www.efirstbank.com for bank locations. Payments correctly made on or before the 2nd business day are considered on time.

- 1) You must provide the following instructions to the teller making the deposit: “Please credit this deposit to Roberts and Sons Real Estate, LLC account ending in 9643”
- 2) Include the \$10 convenience charge in the payment / deposit UNLESS you are paying with money orders or cashiers checks, in which case the convenience charge is waived.
- 3) Each check or money order must have the full property address OR the full name of one person named on the lease written on it. **DO NOT DEPOSIT CASH**
- 4) If there is no place on the payment for your name or address, then you must write them on the margins of the deposit slip you give to the teller. Make sure to write the last four digits **9643** of the account as well.

Option #3 : Mailed payments

The lease specifies that all other payments will be mailed to the rent payment address, and **received by the 1st 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 1st 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 6th 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. This applies to paper payments made at bank locations as well.