



PAY ONLINE

You may pay your monthly payments online. We are offering you this free service through PayLease.

You will be able to access your account information online at your convenience.

All users need their account number the first time they register for the service.

Your account number is _____.

This next step is very important. In order for your payment to be received on time and for your account registration to be correct you **MUST go through our website** at:

www.primeurbanproperties.com/tenants/

1. Click "Pay Online" button
2. On the Resident Login screen, click "Create New Account".
3. Enter your account number.
4. Enter the phone number on file with office.
5. Create a username and password and click continue.

While logged in to Resident Web Access, click the tabs at the top of the page to:

- View your open charges
- Display your transaction history
- Make a payment
- Change your password and update personal information

For using the Auto Pay option, you will need to submit an ACH Debit Authorization Form – you may download one at our website Tenant page or email us at info@primeurbanproperties.com to request a form be sent to you.

For multiple occupants, each occupant will have their own account number which is linked to a primary account. The primary account and total amount due will show under just one occupant name, but all occupants are responsible for total billed amounts. The payments made by each occupant will show up separately in PayLease and will be applied to the total bill.

Please be aware that there is a credit card payment option that is not free (checking and savings accounts ARE FREE).

If you have any questions about Resident Web Access, please do not hesitate to call PayLease at 866-729-5327 or go to the Knowledge Base & Contact Form page at support.paylease.com.



URBAN PROPERTIES

2020 Eastwood Drive
Madison, WI 53704
608.233.6000

NAME: _____

LOCATION: _____ APT. # _____

ACH DEBIT AUTHORIZATION

I hereby authorize Prime Urban Properties to add my bank account information to their system and to initiate the debit entries to my account:

_____ Checking Account
_____ Savings Account

I hereby authorize Prime Urban Properties to withdraw funds equal to the total rent amount due on my lease or renewal (whichever is more recent) from the financial institution named below, hereby called DEPOSITORY and to debit the same to each account. I acknowledge that the ACH transaction to my account must comply with the provisions of US Law.

DEPOSITORY Name: _____
Branch: _____
City, State, Zip: _____
Account Number: _____
Routing Number: _____
Name(s) on Account: _____

This authorization is to remain in full force and effect until Prime Urban Properties has received written notification from me of its termination in such time and in such manner as to afford Prime Urban Properties reasonable time to act upon it.

Signature Date
Prime Urban Properties Acct #:

PLEASE ATTACH A VOIDED CHECK HERE

Received: _____ Entered in RM: _____ Approved: _____