

## Payment Information

**Rental Deposits:** We require a payment of first and last month's rent be paid in order to secure the room.

**Rental Payments:** Rent is due on the FIRST of every month – as per the lease agreement.

For the convenience of the tenant there are various payment methods available.

### **1. Check/Post-dated Checks**

Monthly Rent:

- Pay to the order of: **Wolverine Property Management**
- For monthly post-dated rent checks please make sure that the check is dated for the FIRST of every month

Deposits:

- Pay to the order of: **Wolverine Property Management**
- Please date the check with the current day's date that the check is being made on

### **2. Auto-Pay**

Autopay is a pre-authorized payment option. It automatically debits your account on the first of each month, ensuring that your rental payment is worry free, hassle free and secure. There are two options you may choose from when signing up for Auto-pay in the online tenant portal.

eCheck

- You will need a void check
- Simply follow the instructions on the Auto-payment screen in the tenant portal to fill in the correct information

Debit/Credit

- You will need to enter your card information into the portal
- Please ensure that the billing address information you enter into the portal matches the billing address associated with your Debit/Credit card
- Please note that when using this method of payment you will be charged a Web Payment Fee which is a percentage of the amount being paid.

- This is a fee which the portal charges – not Wolverine Property Management.

### **3. E-transfer**

- Please make all e-transfers out to: [info@WolverineManagement.ca](mailto:info@WolverineManagement.ca)
- Do NOT create your own security question/answer
- For the pre-arranged security question/answer please email us at [info@WolverineManagement.ca](mailto:info@WolverineManagement.ca) and ask for the E-transfer form

### **4. International Wire Transfer**

- If you are in international tenant who does NOT have a Canadian bank account
- Please send us an email at: [info@WolverineManagement.ca](mailto:info@WolverineManagement.ca) to ask for the details/form to send an international wire transfer
- This method of payment is not always free, so we recommend that if you choose this payment you may want to consider paying for the lease duration up-front.

### **5. Electronic Funds Transfer**

- This transfer can be made from the bank account of the TENANT to the bank account associated with the LANDLORD (Wolverine Property Management)