

## **INFORMATION FOR TENANTS** **HOW TO PAY YOUR RENT**

**Dorset Realty Group** is the Managing Agent for the Property Owner or your Landlord. We collect the rent on behalf of our clients.

A separate cheque or money order will usually be required for the **first month's rent**.

Your monthly rent is applicable and due on the 1<sup>st</sup> of each month in accordance with your Lease Agreement. Regarding a detailed rent amount, please contact your Property Manager or Leasing Agent.

- For **Pre-Authorized Debit Payment (PAD)**, please download a **Residential or Commercial PAD** form via this link <https://dorsetrealty.com/forms-resources/> and submit a completed file to [General@dorsetrealty.com](mailto:General@dorsetrealty.com) as soon as possible and at least 2 weeks before the effective date. Please make sure to use the correct form for your type of rental property.
- A **TenantPay** account can also be set up for a second online payment option, but only for selected properties. Our AR Associate can advise whether this option is available for your unit. **TenantPay** is a third-party online banking solution that allows you to submit rent payment via your bank account/online banking, similar to making a utility payment. **TenantPay** transactions are secured at a minimal cost to the tenants (up to \$2 per transaction, averagely).
- For rent payment by **post-dated cheques**, they can be made payable to **[Dorset Realty Group ITF ---]** and delivered to our office at the address below. Please obtain the three or four digits ITF number from the Property Manager or Leasing Agent.

*Dorset Realty Group,  
230-10451 Shellbridge Way, Richmond, BC V6X 2W8*

Prior to your Move-In date, please ensure to complete the **Residential or Commercial Tenant Information Form** (a copy can be found on our website, under Forms & Resources) and submit it to our office at [General@dorsetrealty.com](mailto:General@dorsetrealty.com).

Thank you.

**DORSET REALTY GROUP**