

Instructions for Online Payments

Use Bank Acct. Number and Routing Number

***NO Credit Card or Debit Card* Numbers – payments will be rejected!**

The diagram shows a check form with the following fields and highlighted numbers:

- YOUR NAME:** 1234 Main Street, Anywhere, OH 00000
- DATE:** _____
- PAY TO THE ORDER OF:** _____
- AMOUNT:** \$ _____ DOLLARS
- ROUTING NUMBER:** 044072324 (highlighted in orange)
- ACCOUNT NUMBER:** 000123456789 (highlighted in green)
- CHECK NUMBER:** 123 (highlighted in blue)

- 1.) Go to www.partloproperty.com.
- 2.) Click on “Current Resident” tab.
- 3.) Drop down box select “Pay Rent”

Two options:

1. Quick Pay: Use this to make a one-time payment
2. ***Acct Number= “Rent” (case sensitive)***
3. Sign In: Use this option if you want to make payments regularly.

There is a \$5.00 convenience fee for each online payment.

We recommend that you use either Google Chrome or Firefox as your browser.
If you need assistance please call 989.779.9886.

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