



# RENTAL PAYMENT INFORMATION SHEET

At PROPERTY INC. we endeavour to make your life as easy as possible. That's why you can pay your rent in a number of ways. Our preferred method is by electronic transfer – it just means you don't have to travel into the office and can pay your rent over the Internet at a time that suits you.

Our Rental Payment options:

## 1. ELECTRONIC TRANSFER

To pay by electronic transfer, simply set up a direct debit with your bank into our account. It is important that you ensure that you note your address in the reference section so that we can easily identify your rental payment.

Should you choose to pay your rent via Internet Banking and errors occur at your end that result in the loss of your transfer, please note that you will pay a \$50 penalty fee for time incurred to conduct the search for your payment.

Bank: National Australia Bank  
Account name: PROPERTY INC. Trust Account  
BSB: 084 447  
Account number: 475 260 770  
Reference: (your address)

## 2. IN PERSON AT ANY NAB BRANCH

You can pay your rent over the counter at any National Australia Bank branch. To pay your rent in this way please contact us for a tenant deposit book. Payments of over the counter will not be accepted without a tenant deposit book.

## 3. IN PERSON AT OUR OFFICE

You can pay your rent in person at our office located at 5 Browning Street, West End. We'll only be too happy to see you and provide you with a rental receipt.

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## WHAT IF YOU CAN'T PAY?

At PROPERTY INC. we understand that sometimes there are unforeseen circumstances that result in delayed rental payments. If you happen to fall into arrears or know that you will be unable to make a rental payment, please contact the office and discuss the situation with one of our Property Management team members.