

**EasyPay Tenant Agreement and Setup**

I hereby authorize **TENANTXPRESS MANAGEMENT, INC.** to present recurring ACH debits to the account identified below. Transactions will show up on your account as **TENANTXPRESS MANAGEMENT, INC.** Any transaction rejected for nonsufficient funds or chargeback may be assessed a fee of \$50.00 This authorization will remain in effect until **TENANTXPRESS MANAGEMENT, INC.** is notified to stop future transactions by one of the following methods:

1. Login to your tenant portal at <https://secure.rentecdirect.com/tenants>, select the EasyPay tab and disable the service.
2. Notify your property manager, **TENANTXPRESS MANAGEMENT, INC.**, and ask them to disable the service on your behalf.
3. Email us and include your full contact information and the last 3 digits of your bank account number to: **billing@tenantxpress.com** requesting cancellation of service.
4. Send a letter via the United States Postal Service including your full name, us, including your name, and your bank account's routing and account numbers (or include a voided check) with instructions included to disable EasyPay for your account. Send the notice to:  
**TENANTXPRESS MANAGEMENT, INC.**  
**PO BOX 3688**  
**LILBURN, GA 30048**

Initial Your Choice

\_\_\_\_\_ I wish my payments to be automatically processed. You or your property manager can still modify this schedule or schedule one time transactions online.

Monthly on the \_\_\_\_\_ day of the month in the amount of \$ \_\_\_\_\_.

**OR**

\_\_\_\_\_ I will login to my tenant portal and manually make payments or set my recurring schedule online.

Enter your account information AND attach a voided check on page 2.

My Name \_\_\_\_\_

Name of Renter (if different) \_\_\_\_\_

My Rental Address \_\_\_\_\_

My Bank Routing Number \_\_\_\_\_ (always 9 digits)

My Bank Account Number \_\_\_\_\_

\_\_\_\_\_  
Account Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

Both items below must be provided to process your application. If sending by fax, it is recommended you photocopy this page with the voided check and ID first.

Attach a copy of a voided check here.  
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Attach a copy of your government issued photo ID here

**Return Directions**

Scan and email the documents to: [billing@tenantxpress.com](mailto:billing@tenantxpress.com) or

Return via fax to 404-592-6690, or

Mail a copy to:

TENANTXPRESS MANAGEMENT, INC.

PO BOX 3688

LILBURN, GA 30048