

# Safely Pay your Rent with CASH

Using AppFolio's **ELECTRONIC CASH PAYMENTS**



*Powered by*

**appfolio**  
Property Manager

# Getting Started

AppFolio Electronic Cash Payments using the PayNearMe network allows property managers to accept cash payments at thousands of retailers nationwide, including 7-Eleven and ACE Cash Express.

## » The most convenient cash payment option

AppFolio Electronic Cash Payments using the PayNearMe network provides Property Managers and tenants with a safe, secure and easy way to make rent payments in cash. Traditional solutions often require residents to fill out forms or provide account information. Electronic Cash Payments simplifies this process with a virtual barcode that can be emailed, or printed. With it, tenants can pay with cash in less than 60 seconds, 24/7.

## » Take the stress out of Rent Week

With AppFolio Electronic Cash Payments, you don't worry about cash in the office. There's no need to extend office hours, no drop box issues, and you no longer have to issue manual receipts. It's convenient for tenants too; Electronic Cash Payments eliminates the need to get a money order or drive across town and drop a payment off. With multiple payment locations that are open 24/7, PayNearMe is a more convenient option for everyone.

## » Reduce collection costs and save time

If you are currently accepting cash payments on-site, you can reduce labor costs and avoid the headaches of accepting and reconciling cash and money orders.

## » A payment location may be closer than you think

Use [www.paynearme.com/locations](http://www.paynearme.com/locations) to tell your tenant where the closest 7-Eleven or ACE Cash Express stores are. Most likely, they will have one closer to their home than the leasing office.

### Property Manager Checklist

- Let your cash and money order tenants know about AppFolio's Electronic Cash Payment option.
- Print out the PaySlip (with barcode) from the tenant's record.
- Look up the nearest payment location at <http://paynearme.com/locations> and print a map for your tenant.
- Walk your tenant through the the PaySlip and show them the nearest payment location on the map.
- Advise your tenant they will receive a receipt for their records.
- Assure your tenant that their payment is safe and secure at 7-Eleven or ACE Cash Express.

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# PaySlip

PaySlips are unique to each tenant and reusable.

## Property Manager

**ECHO PROPERTIES** Steve Smith  
1234 Anacapa Street • Santa Barbara, CA 93101 • (805) 569-1234

**Pay RENT with Cash** at 

pagar el alquiler en efectivo en

**Total Security.**

**Total Convenience.**

- ✓ Pay instantly... AVOID LATE FEES!
- ✓ Pay rent with cash at any 7-Eleven, any time
- ✓ No more money orders

**Seguridad Total.**

**Comodidad Total.**

- ✓ Pague inmediatamente... ¡Evite cargos por pagos atrasados!
- ✓ Pagar el alquiler con dinero en efectivo en cualquier 7-Eleven, en cualquier momento
- ✓ No más órdenes de pago

### Tenant Benefits

**Total Security.**

**Total Convenience.**

- ✓ Pay instantly... AVOID LATE FEES!
- ✓ Pay rent with cash at any ACE, any time
- ✓ No more money orders
- ✓ Keep your receipt for proof of payment

**ECHO PROPERTIES** Echo Properties, LLC  
89 Hillside Drive • Suite 2400 • San Diego, CA 92117 • (619) 237-4122

**Pay RENT with Cash** at 

Pague su alquiler en efectivo en

**Total Security.**

**Total Convenience.**

- ✓ Pay instantly... AVOID LATE FEES!

**Seguridad Total.**

**Comodidad Total.**

- ✓ Pague inmediatamente... ¡Evite cargos por pagos atrasados!
- ✓ Pague en efectivo en cualquier momento
- ✓ Mantenga su comprobante como prueba de pago

### Tenant Action

**Take this PaySlip to any ACE and tell the clerk to follow the instructions below.**

*A \$3.99 processing fee applies, \$1,500 maximum per transaction*

**Take this PaySlip to any ACE and tell the clerk to follow the instructions below.**

*A \$3.99 processing fee applies, \$1,500 maximum per transaction*

Lleve esta boleta de pago a cualquier ACE y dígame al cajero que siga las instrucciones de abajo.  
*Se aplicará una cuota de \$3.99 por procesamiento, máximo \$1,500 por transacción.*

PayNearMe

**Z5QP9T**  
Token Number



**ACE Sales Associate Instructions\*:**

1. Select Option 4: Bill Pay on your POS
2. Enter PayNearMe or biller code PYN on search
3. Enter token number and select Get Order List
4. Enter desired payment amount
5. Get payment from customer
6. Return PaySlip and provide receipt

Michael Brown  
1669 Danjur Street - 104  
San Diego, CA 92129

\* For help call (800) 714-0004, 24/7

## Tenant Information

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# Frequently Asked Questions

Property Managers can ease the burden of Rent Week by moving cash payments to an AppFolio-approved, offsite location



**Q. What is AppFolio's Electronic Cash Payment solution?**

**A.** AppFolio's Electronic Payment solution using the PayNearMe network is the most convenient, safe and secure way to pay rent with cash. tenants can pay in cash, anytime from a 7-Eleven or ACE Cash Express location near them.

**Q. How do my tenants make Electronic Cash Payments?**

**A.** If you have been approved to use AppFolio's payment platform, all your tenants need to make an Electronic Cash Payment is their Cash Payment Slip. You can obtain their Cash Payment Slip on the tenant's record in AppFolio. The tenant takes the PaySlip, along with their cash, to their nearest 7-Eleven or ACE Cash Express location, presents them to the cashier and will then be provided with a receipt as proof of payment.

**Q. Where can my tenants make their Electronic Cash Payments?**

**A.** Your tenants can pay their rent with cash at more than 7,750 7-Eleven and 1,600 ACE Cash Express locations. To find the nearest location, go to <http://paynearme.com/locations> and search by address or zip code.

**Q. What is the fee for a tenant to make an Electronic Cash Payment?**

**A.** Your tenant will pay a \$3.99 processing fee for each Electronic Cash Payment.

**Q. Is there a limit to how much my tenants can pay in cash?**

**A.** There is \$1,500 maximum amount per transaction but your tenants can make multiple payments if needed. The \$3.99 processing fee applies to each transaction completed.

**Q. Can the Cash Payment Slip be reused?**

**A.** Yes! Once you've given your tenant their Cash Payment Slip, they can use it to pay their rent month after month by taking it to a participating location along with their cash payment.

**Q. How does my tenant know if their payment was accepted?**

**A.** Your tenant will receive a receipt, with a date and time stamp, from the cashier as proof of their payment. The receipt will also include the tenant's name, property address, your company's name and address, payment confirmation number and their account balance.

**Q. How will I know which tenants have paid via Electronic Cash Payment?**

**A.** Within 4-5 minutes of payment, a tenant Receipt will automatically be created in AppFolio for their Electronic Cash Payment. The receipt will include a reference number for the transaction, which matches the confirmation number on the receipt the tenant receives when making their payment. You can also run reports, like the Income Register report, and look for payments with Type = ECP (Electronic Cash Payment).

**Q. When will the funds arrive in my account?**

**A.** Funds will be automatically deposited into your account within 4-5 business days, and since they were cash payments, you never have to worry about NSF's.

**Q. What happens if my tenant is under eviction and they try to make an Electronic Cash Payment?**

**A.** If you mark your tenant as Under Eviction in AppFolio, their transaction will be declined by the Cashier and they'll receive a receipt indicating their transaction was declined and to contact your office with questions.

**Q. Can I require that my tenants pay their balance in full via Electronic Cash Payment?**

**A.** Not at this time. They can pay any amount, up to \$1,500, but will see their balance on their receipt if they pay less than what is owed.

**Q. Who can I contact for help?**

**A.** Please email [support@appfolio.com](mailto:support@appfolio.com) with any questions you have regarding Electronic Cash Payments.

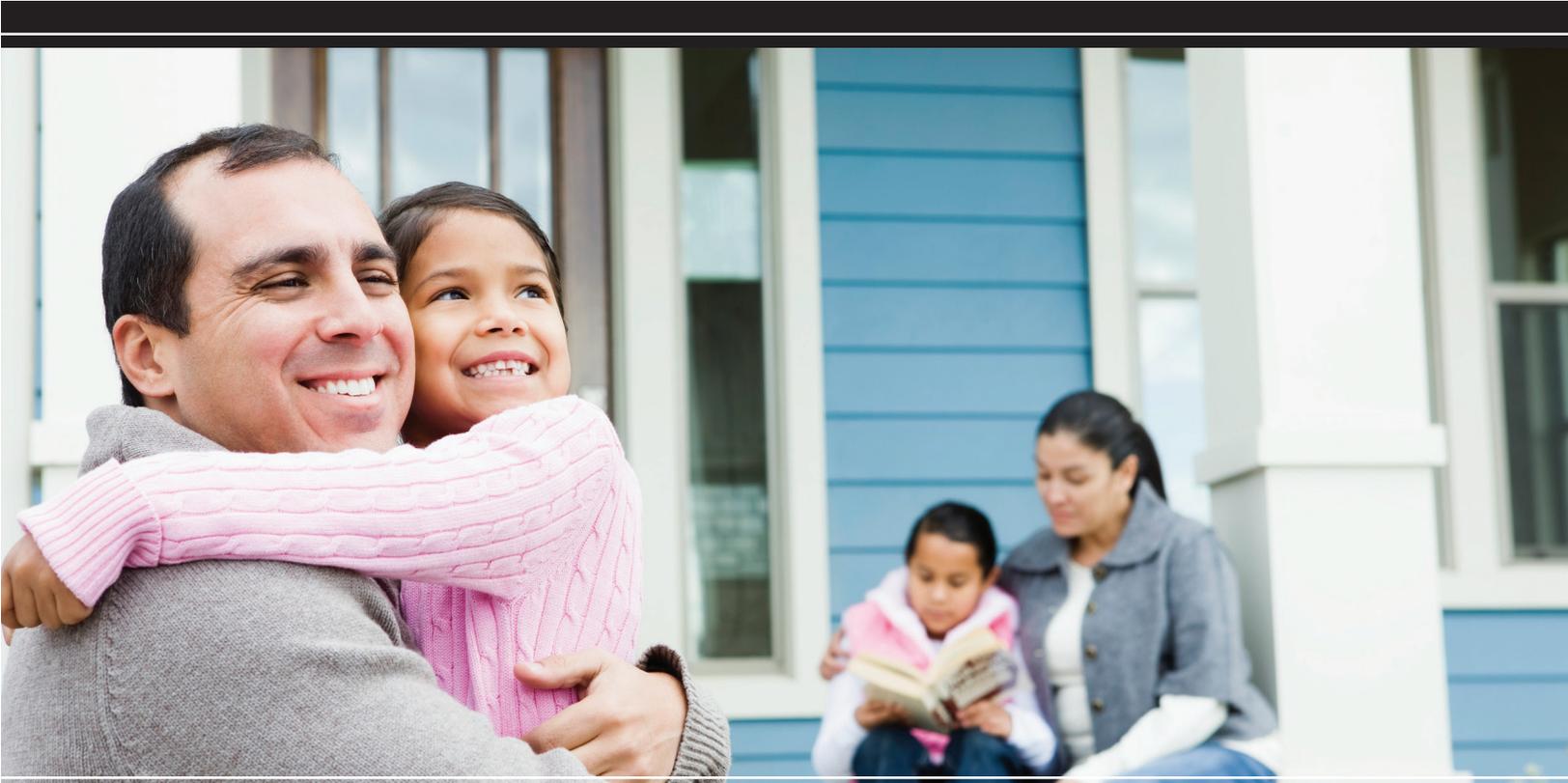
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# Safely pay your rent with CASH

**Life moves fast, make time for the things that matter most!**

Skip the trip to the leasing office and pay your rent using AppFolio's Electronic Cash Payments at the nearest 7-Eleven or ACE Cash Express. Save time and be confident that your rent has been paid.



## Security

AppFolio Electronic Cash Payments using the PayNearMe network is the most reliable and secure cash payment option. Rest assured your rent will be paid, recorded, and on time.



## Simplicity

Make your rent payment at a 7-Eleven or ACE Cash Express near you. No more traveling out of the way to the Leasing office.



## Peace of Mind

You will receive a confirmation receipt, and your property manager will get instant notification of payment.

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Property Manager

To find a payment location near you, visit [www.paynearme.com/locations](http://www.paynearme.com/locations)