SELECT HOMES
REAL ESTATE & PROPERTY MANAGEMENT

4195 Chino Hills Pkwy #303
Chino Hills, CA 91709
Tel: 951-377-7733
rentals@select-homes.net

ACH PAYMENT INSTRUCTIONS

To make any ACH payment, whether a one-time or recurring payment, a signed enrollment form is required. If you are unsure if Select Homes has one on file for you already, contact Kelly Black at (951) 377-7730 or rentals@select-homes.net.

I'm Already Enrolled - How do I make my payment?

If you are already enrolled, please follow the steps below to schedule your ACH payment:

One-Time Payments:

1. Log into Select Homes' website at http://www.select-homes.net and go to the "Tenants" tab. From the drop-down list, click on Make a Payment. A link is also located on the Home page for easy access.
2. Fill in the required information on the Make a Payment form and click on the "SUBMIT PAYMENT" button. If your payment is scheduled correctly, you will be routed to the "Payment Scheduled" page.
3. An email will be automatically sent to Select Homes, who will initiate the payment for the amount authorized, plus $2 for the convenience fee.

Auto-Recurring Payments:

1. If you are already using recurring payments, you will not see any changes on your end. Select Homes will initiate your payment on the date already indicated on your enrollment form, or the next business day if your recurring day falls on a weekend or bank holiday.
2. There is no convenience fee for using auto-recurring payments.

I'm Not Enrolled - How do I sign up?

If you are not currently using ACH to pay your rent or other charges and you'd like to sign up, fill out the ACH Enrollment Form and return it to us by email (scanned) or mail to:

Select Homes
4195 Chino Hills Pkwy #303
Chino Hills, CA 91709
rentals@select-homes.net

For verification purposes, a voided check must be included with the enrollment form. If you do not have checks, you can attach a printout from your bank that includes: the name(s) on the account, routing number, and account number.

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Clearing Time Policy: The standard clearing time for any ACH transaction is the business day, not including weekends or national holidays, as long as the payment is scheduled before 4:00 pm PST. Please take this into consideration with your rent due date and the date that, if rent is not received by, a late charge will be added to your account.

There is a small convenience fee of $2.00 to pay your rent using ACH each month. If you authorize a one-time ACH payment, you'll be charged $2.00 at the time your payment is made. **However, if you sign up for recurring monthly ACH payments, the $2.00 fee will be waived.**

Tenant is liable for any return fees associated with a returned payment and understands that return fees will be added to tenant's ledger.

I don't want to pay by ACH - How can I pay my rent?

Rent can also be paid by using a personal check, Cashier's check or Money Order made payable to “Select Homes” and dropped off or mailed to:

Select Homes
c/o Travis Black
4195 Chino Hills Pkwy #303
Chino Hills, CA 91710

Unless otherwise stated in your Lease Agreement, if Tenant fails to pay the rent in full before the end of the **third (3rd)** day of the month, it will be considered delinquent, and a late fee will be charged. If the 3rd falls on a Sunday or nationally recognized holiday, rent is considered delinquent, and a late fee will be charged if not received before the end of the fourth (4th) day of the month.

If any payment is returned for non-sufficient funds (“NSF”) or for any other reason, then all future rent shall be paid by money order or cashier check. A $25 fee will be charged for any returned checks. Each occurrence thereafter will be $35 per returned payment. The Tenant is also responsible for any bank fees associated with a returned check and/or late fee.

If you have any questions regarding the ACH process, please feel free to contact me.

Thank you,

Kelly Black
Director of Operations/Broker
DRE # 01893385
rentals@select-homes.net
(951) 377-7730