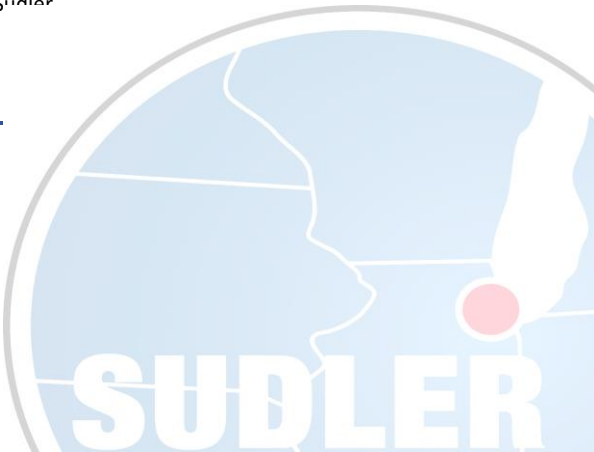




Sudler Property Management - Payment Options

Payments are due in full on the 1st of each month.
Each community sets their own criteria for late fee "grace periods", not Sudler. Your payment, giving you a \$0.00 balance, must post before the grace period date to avoid late fees.
Sudler managers do not have the authority to waive and/or reverse late fees.

Option	Information	Cost	Timing	Payment Amount
Hand written check	Include hand written check with stub/payment coupon from monthly invoice and mail to the lockbox service.	Stamp	Dependent on USPS delivery. Credit date to your account is when posted on MySudler, not the date you mail your payment.	Any amount.
Online from your bank account	Establish your building as a payee through your personal bank payment program. Self direct payment amount and date sent.	Cost, if any, from your bank	Determined by your personal bank. Credit date to your account is when posted on MySudler, not the date you initiate a payment.	Any amount unless restricted by your personal bank.
SNAPP/ACH	1. Login to your My Sudler account at SudlerChicago.com 2. Select SNAPP/ACH and follow prompts. 3. Automatic debit of total balance due monthly.	None	Automatic debit of total amount due on 5th business day of each month.	Total balance due is deducted each month.
e-check	1. Login to your My Sudler account at SudlerChicago.com 2. Chose "Make a Payment" 3. Follow the prompts and link to PayLease/Zego and login to your Pay lease/Zego account. https://www.paylease.com/	3rd party/PayLease fees imposed. No Sudler fee. PayLease/Zego fees are detailed on the PayLease payment method page of the payment flow. Typically there is a flat fee for e-check transactions. In order to find out the exact fee, you can start the payment flow with the correct amount of the payment you would like to make. Your payment will not be submitted until you select Submit Payment on the final page. <u>Do not set up a Fixed Auto-Pay amount.</u> PayLease/Zego will not adjust your balance due each month to the billed amount and you may end up with a remaining balance due and late fee. Contact PayLease/Zego for assistance: (US) 866-729-5327 (International) 858-652-6333 https://gozego.force.com/residents/s/contactsupport	3-business days for processing if initiated prior to the PayLease cut-off time plus additional days for posting. Standard cut-off time is M-F 3:30pm PST. If your payment is initiated after the cut-off time or on a non-business day or on a banking holiday, PayLease will begin processing the following business day and pay out within 3 business days...plus additional days for posting. Allow for 2 additional business days for posting activity to your MySudler account. Credit date to your account is when posted on MySudler not when paid/processed through PayLease.	\$7,500 per transaction maximum payment. Additional payment can be submitted if a higher amount needs to be paid.





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Option	Information	Cost	Timing	Payment Amount
Credit Card	1. Login to your My Sudler account at SudlerChicago.com	3rd party/PayLease fees imposed. No Sudler fee.	3-business days for processing if initiated prior to the PayLease cut-off time plus additional days for posting.	\$7,500 per transaction maximum payment.
	2. Chose "Make a Payment"	PayLease/Zego fees are detailed on the PayLease payment method page of the payment flow.	Standard cut-off time is M-F 3:30pm PST.	Additional payment can be submitted if a higher amount needs to be paid.
	3. Follow the prompts and link to PayLease/Zego and login to your Pay lease/Zego account.	Typically there is a percentage-based fee for credit and debit card transactions. In order to find out the exact fee, you can start the payment flow with the correct amount of the payment you would like to make. Your payment will not be submitted until you select Submit Payment on the final page.	If your payment is initiated after the cut-off time or on a non-business day or on a banking holiday, PayLease will begin processing the following business day and pay out within 3 business days...plus additional days for posting.	
	https://www.paylease.com/	<u>Do not set up a Fixed Auto-Pay amount.</u> PayLease/Zego will not adjust your balance due each month to the billed amount and you may end up with a remaining balance due and late fee.	Allow for 2 additional business days for posting activity to your MySudler account.	
		Contact PayLease/Zego for assistance: (US) 866-729-5327 - select option 1 (International) 858-652-6333 (select option 1) https://gozego.force.com/residents/s/contactsupport	Credit date to your account is when posted on MySudler, not when paid/processed through PayLease.	

