



MAKING PAYMENTS FORM

Our company, Rented.org.nz has the following procedures for making payments into our business account.

- **Pay the day BEFORE your rent is due**
Payments usually take 24 hours to process, therefore when making payment please ensure it is made on the business day before it is due so it is in our account on time.

- **You must REFERENCE your bank payment as per below;**

Particulars (surname)

Code (address)

Reference (mobile)

- **If you cannot use a reference – bring in a receipt**
If you cannot use a reference listed above, then if possible use a relevant number (such as your mobile) AND bring a deposit receipt (or email through to us) as proof of payment. Payments made to our business accounts that do not have sufficient references, or a corresponding deposit receipt NOT PROCESSED by our system.

Contact our office as soon as possible if you think a payment you have made has not been accounted for.

BANK DETAILS

All payments should be made into the following account:

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Everyday Accounts	
Account Name	Account Number
Rented NB Trust	02-0704-0107252-002 Account Details