

## 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.
- **REFERENCE your payments**  
Payments should when possible, be referenced with your **NAME** and **PROPERTY ADDRESS**
- **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 account that do not have sufficient references, or a corresponding deposit receipt are 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:

1 2 - 3 1 3 5 - 0 1 3 3 8 0 8 - 0 1

#### New Plymouth – 211c Devon Street East, New Plymouth

P: (06) 769 6199 • F: (06) 769 6199 • E: [info@rented.org.nz](mailto:info@rented.org.nz) • W: [www.rented.org.nz](http://www.rented.org.nz)

#### Nelson Bays – 253b Queen Street, Richmond, Nelson

P: (03) 544 4396 • F: (03) 544 6969 • E: [rented3@rented.org.nz](mailto:rented3@rented.org.nz) • W: [www.rented.org.nz](http://www.rented.org.nz)

*“High Quality, Professional, Property Management Services”*

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