



## **DIRECT PAY**

Payment for Rent and all other charges is always due by the 1<sup>st</sup> day of the month. We have several options for residents to pay their rent including Pre-Authorized Payment, Money Order, or Certified Cheque.

If you have income from Ontario Works or Ontario Disability Support Program, your payment is set as Direct Pay from your Service Manager. Upon approval, payment for your rent is automatically made by your Service Manager by the 1<sup>st</sup> day of the month.

Our residents' prefer Direct Pay, their top reasons being that it allows you to:

- 1. Save money and avoid the cost of postage, money orders, and cheques;**
- 2. Save time and the trouble of having to get money orders and cheques;**
- 3. Save time and the trouble of having to mail your payment every month;**
- 4. Never forget a payment which means avoiding additional charges; and**
- 5. Never forget a payment which means avoiding Landlord Tenant Board action.**

**Signing-up** for Direct Pay is easy!

**Step #1** – Provide your Service Manager with a copy of your Lease Agreement and Welcome Letter which includes your rent payment information.

**Step #2** – If further information is required please have your worker contact your identified Property Management Office contact.

That's it! Never miss a rent payment again!