

# HOW TO PAY

## ONCE YOU'VE MOVED IN



We prefer that you pay your rent by **Standing Order**. Once it's set up there's nothing else to worry about and it's added peace of mind for you each month that your rent won't be late.

We have pre-printed Standing Order forms that you can fill in and send back to us in a Freepost envelope that we'll supply. If you'd like a Standing Order form, please request one from Client Services on 0845 302 2850 or E mail [cs@H2L.co.uk](mailto:cs@H2L.co.uk). Alternatively, if you have internet access you can download one from [www.myH2Ltenancy.co.uk](http://www.myH2Ltenancy.co.uk)

When you're filling in the form please remember that the payment needs to leave your account in time to reach us for your rent due date. In most cases this will be three days before your due date. If you're not sure what date to put, please call us.

If you'd prefer to set up your Standing Order yourself, either by Telephone banking or Online banking, that's fine. Please ask your bank or building society to pay H2L Property Management Limited, Sort Code 60-24-77. Account Number 19039549.

**IMPORTANT:** please quote the first line of your address as the reference number so we can allocate funds to your rental account.



**It's worth remembering that there's a difference between a Standing Order and a Direct Debit.** H2L doesn't operate a Direct Debit scheme so we don't "claim" your rent each month, your Bank or Building Society will "send" the funds to us. For that reason, please ensure that your account has sufficient funds, otherwise you may be charged by your Bank or Building Society.

We realise that sometimes people prefer to pay their rent by a manual direct payment each and every month. That way they know it has been paid. That's fine, provided we receive the payment on time.



If you prefer to pay by **Online or Internet Banking**, please log in as normal and make a Bill Payment to H2L Property Management Limited, Sort Code 60-24-77 Account Number 19039549

**IMPORTANT:** please quote the first line of your address as the reference number so we can allocate funds to your rental account.

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Please ensure that you make the payment on time. Most Banks or Building Societies will pay by Faster Payment in which case we receive the payment immediately into our account. Otherwise it can take between 3 and 5 working days for us to receive the payment. Be sure to check and make the payment in good time otherwise our systems will add a Late Payment fee to your account. If in doubt, check with your Bank or Building Society.



If you prefer to pay by **Telephone Banking**, please call your Bank or Building Society and ask them to make a Bill Payment to H2L Property Management Limited, Sort Code 60-24-77 Account Number 19039549

**IMPORTANT:** please quote the first line of your address as the reference number so we can allocate funds to your rental account.

Please ensure that you make the payment on time. Most Banks or Building Societies will pay by Faster Payment in which case we receive the payment immediately into our account. Otherwise it can take between 3 and 5 working days for us to receive the payment. Be sure to check and make the payment in good time otherwise our systems will add a Late Payment fee to your account. If in doubt, check with your Bank or Building Society.

**Please be aware that once you've moved into your property we cannot accept cash payments for rent at our offices, nor can we accept payments by debit or credit card over the 'phone.**

**If you have any questions, please contact Client Services on 0845 302 2850 or Email [cs@H2L.co.uk](mailto:cs@H2L.co.uk)**