

## Rent Payment Options

**All Rent is due on the 1st of every month for the current month, no exceptions.**

*It is your responsibility to ensure that rent is paid on time.*

### ***How to Pay Rent***

Pathway residents can make rent payments using any of the four options listed below:

1. **Pre-Authorized Payment Plan (PAP)**
2. **Certified cheque, Money Order or Bank Draft**
3. **Direct Payment (Interact) by Bank Debit Card (when Pathway staff is available)**
4. **Online bank payment**

#### **Pre-Authorized Payment Plan (PAP)**

Pre-Authorized Payment Plan (PAP) is the most popular method for residents to pay their rent. Some of the benefits of PAP are listed below:

- You will not experience the inconvenience of limited banking hours to obtain a certified cheque or money order
- You do not have to pay a fee for certified cheque or money order
- You do not have to visit our office every month to drop off your payment

To enrol in this convenient payment plan you will need to complete a PAP application form and provide a VOID cheque for your bank account. This form is available from your site office. In case of changes in banking information you must report to our office by the 25<sup>th</sup> day of the month prior to the month that the change is to take place. If your bank will not honour your PAP on the first day of the month you will be notified in writing. A service charge of \$20 will be applied to your rental account and you will be required to replace your rent payment by using any of the remaining two rent payment methods.

*In order to cancel the PAP, the office must receive your written request no later than the 25th day of the month.*

#### **Re: On-Line Internet Payment**

In order to simplify rent/charges payment procedures for those residents who are not currently enrolled in the PAP program Pathway has added an option for **On-Line Payment**.

This method can be used with most of the major financial institutions.

#### **Instructions for use on-line payments**

This payment option is working the same way as when you are paying for your other bills on-line (telephone, credit cards, etc.).

- When choosing to make a payment on-line, select the name **Pathway Non-Profit**. Most financial institution will accept your payment for Pathway.

**To identify yourself use the following code:**

- Start with the Letter for your building  
**A (Arbour Mills) or F (Forest Ridge)**
- **0205** (for your unit number) -  
(if your unit # is 4 digits, enter the full unit number)
- **S** (for the first letter of the family (last) name)
  - **Sample 1:** Arbour Mills, Unit 205 – Smith – **A0205S**
  - **Sample 2:** Forest Ridge, Unit 1205 – A – **F1205A**

Should you have any questions regarding the use of the new website and on-line payment please send your enquiry to: [admin@pathwayhousing.ca](mailto:admin@pathwayhousing.ca)

When sending payments direct to Pathway please send payments to:

Pathway Non-Profit Community Developments Inc of Peel  
Unit 100 - 3023 Parkerhill Road  
Mississauga, ON. L5B 4B3

Please ensure payment is received on or before the first  
of each month.