

## NOTICE TO PATHWAY TENANTS

Dear Residents:

We are pleased to inform all the residents that Pathway has launched the new website

## www.pathwayhousing.ca

This website contains information regarding Pathway organization, community programs and contacts. It has also a section for the residents of pathway buildings.

By entering the "Tenant" section you will be able to review the current Tenants Handbook, which contains all major policies and procedures, information bulletins, Tenants Charge List and other useful information.

This section will also allow you to complete and submit to the office on-line the following forms:

- Maintenance Request Form
- Party Room Rental Agreement
- Parking/Vehicle

## **On-Line Internet Rent/Charges Payment**

In order to simplify rent/charges payment procedures for those residents who are not currently enrolled in the PAP (pre-authorized rent payment plan) and use the on-line banking we have added an option for **On-Line Payment.** To use this option please follow these simple instructions:

- This payment option is working the same way as you are paying for your other bills on-line.
- When choosing to pay on-line select the name Pathway Non-Profit .
- To identify yourselfer use the following code:
  - For the residents of Arbour Mill <u>A</u> (for the building name) <u>1111</u> (for your unit number)<u>N</u> (for the first letter of the family name).
    - Sample: **A100P** Arbour Mill- Unit 100 Pathway
  - For the resident of Forest Ridge <u>F</u> (for the building name) <u>1111</u> (your unit number) <u>S</u> (first letter of the family name

Sample: **F100P** – Forest Ridge- Unit 100- Pathway

Should you have any questions regarding the use of the new website please send your enquiry by email to: info@pathwayhousing.ca