

## How to Pay Rent Online

Rent is due on the 1<sup>st</sup> of the month but is considered late if it's received after the 5<sup>th</sup> of the month. There is \$120 additional rent charge after the 5<sup>th</sup>. An additional charge of \$65 will be assessed to your account for any returned payment.

There are three ways to pay rent:

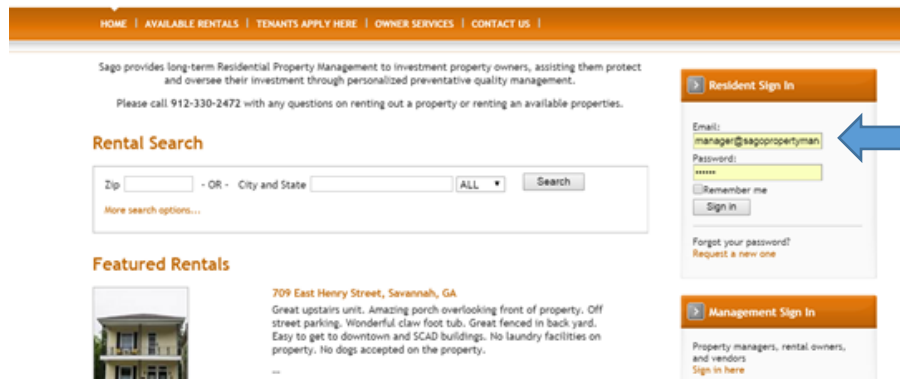
**Mail** – must be **received by the 5<sup>th</sup>** of the month (even if it is postmarked before the 5<sup>th</sup>; if received after the 5<sup>th</sup> a late fee will be applied to your account)

**Drop off** - must be **received by 5<sup>th</sup>**, no matter what day of the week. There is a grey, Sago labeled rent drop box located on the left-hand side wall of our entrance foyer. Our office is located at 315 Commercial Drive, Suite B6, Savannah, GA 31406.

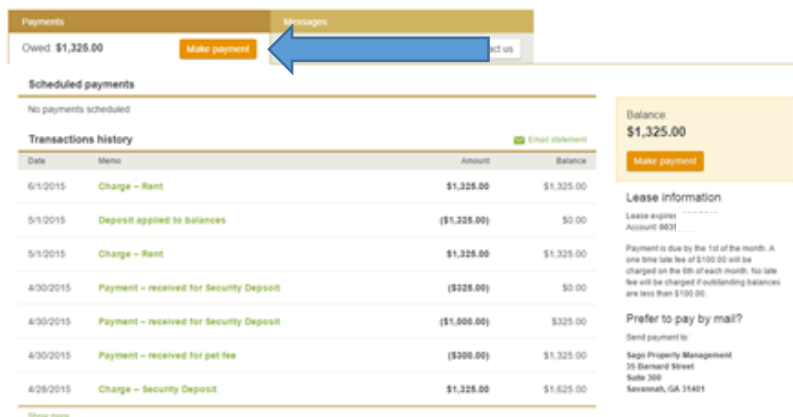
**Online** – must be **sent by the 5<sup>th</sup>** (after paying online EFT it can take 3-4 days to leave your bank account).

Paying your rent online is fast and convenient. Here's how to do it:

1. Go to [www.sagopropertymanagement.com](http://www.sagopropertymanagement.com).
2. Fill in the Resident Sign in information on the right-hand side of the page. Click sign in. If you don't remember your information please email [manager@sagopropertymanagement.com](mailto:manager@sagopropertymanagement.com) to have your account reset.



3. Once you are logged in you will see your account. Click Make Payment.



- 4. Choose your method of payment and enter the required information. If you need additional help, click the Help Button.

1 Payment info      2 Review payment      3 Receipt

**Make a payment**

Pay with  
eCheck (plus \$1.00 per transaction) ▼

Pay this amount      On this date      Frequency  
\$1,325.00      6/1/2015      One time payment ▼

Account owner name  
Your      Name

Account type  
Checking      Savings

Routing number      Account number      Help?  
9 digits number      Account number

Save my Banking info for next time

Review      Cancel

- 5. When you are finished click Review and then Send. You will receive a confirmation email that payment has been made.