

Brookline Housing Authority HOW TO PAY RENT NOTICE

Dear Residents,

This is a reminder that rent is due on the 1st of each month. The Brookline Housing Authority (BHA) offers several convenient ways for you to pay your rent. BHA is excited to now offer a new and convenient way to pay rent online through the PHAweb tenant portal!

Please remember that the BHA **cannot** accept cash. Please pay rent by check, money order, or online bill pay.

1. Online Payment through PHAweb

You can log into the PHAweb tenant portal to directly pay your rent to the BHA. You can also use this tenant portal to request work orders for your unit, and soon will be able to submit recertification paperwork through the portal. *See attached flyer on how to register for PHAweb tenant portal.* Online bill pay is optional but is the most convenient choice for paying your rent, and ensures that BHA immediately receives your payment. This option is available now for February bill payment.

Need to Know:

You can schedule each payment individually, paying all or part of your balance. You cannot, at this time, set up automatic recurring payments. You can pay from a bank account, credit or debit card, or Venmo or Paypal. Please note the fees for each payment type:

Bank Account	*FREE*
Debit Card	\$9.95 per transaction
Credit Card	3% of Payment
All Other Payment Methods	3% of Payment

How to Use Online Payment: *See attached flyer*

1. Log into PHAweb tenant portal
2. Click on program card

3. Click on 'may payment' in tenant balance screen
 - a. You may select full payment or put in a specific amount
4. Select payment method and input details. Your payment information will be saved for future payments.
5. Agree to convenience fee if applicable
6. Click "Pay Now". If you see a screen with a green check, you were successful! If red, go back and review your payment information.

2. Online Bill Pay Through Your Bank

You can set up recurring or one-time payments through your personal bank account.

To set up bill pay:

1. Log into your online banking account.
2. Select "Bill Pay" or "Pay Bills."
3. Add the appropriate Payee Name (see below by address).
4. Use your name and unit address as the account number or reference.
5. Schedule payment to be mailed to:

Brookline Housing Authority
 90 Longwood Avenue
 Brookline, MA 02446

Important: Use the correct Payee Name for your building

Property	Payable To
Trustman Apartments	Brookline Housing Authority
Egmont Veterans	Brookline Housing Authority
High Street Veterans	Brookline Housing Authority
Walnut-22 High	Brookline Housing Authority
190 Harvard	Brookline Housing Authority
90 Longwood	90 Longwood LLC
50 Pleasant	50 Pleasant LLC
32 Marion	32 Marion LLC
61 Park	61 Park LLC

Please allow enough time for mailing so your payment arrives by the 1st.

3. Drop Off at Your Property Manager's Office

You may hand-deliver your rental payment to your property manager during regular business hours at your on-site management office. You may also use the locked drop box, which is also located at your on-site management office.

4. Mail Your Payment

Send your rent check or money order **to the address below:**

Brookline Housing Authority

90 Longwood Avenue

Brookline, MA 02446

Be sure to include your name and unit number on the check or money order.

5. Drop Off at the Main Office

Residents may also pay rent in person at our main office, **90 Longwood Avenue**, during regular business hours from **8:30 AM to 4:30 PM, Monday through Friday.**

6. After-Hours Dropbox

A secure **drop box is located at the main office, 90 Longwood Ave.**, for after-hours and weekend use, as well as **outside the property management office at Egmont.** Please place your payment in a sealed envelope and clearly write your **name and unit number** on the front.

If you have any questions or need assistance with any of the payment methods, please contact your property manager directly.

Thank you for your attention and timely rent payments.

Brookline Housing Authority