



GODFREY PROPERTY MANAGEMENT, INC.

December 20, 2017

RE:Online Rent Payment Option

Dear Tenant(s),

Godfrey Property Management, Inc. will begin offering the option of online rent payments through the website: **cozy.co** (that's correct- it's not .com).

While you are welcome to continue to deliver your payment directly to the office in the form of cash, money order or check, now you can also deliver payment remotely through the internet using this rent payment site. We are just in the beginning stages of the new payment set-up, so until you've received confirmation that you're set-up for online payment processing please be sure to ensure your payment is delivered in time by one of the former methods of payment we have collected so far. For now, you're welcome to visit cozy.co to read more about how the process works. I've included some information from the site in this mailing as well. If you'd like to set-up online payments I'll need the attached Payment Authorization form filled out and signed before we can begin. Once you've returned the Payment Authorization form back to me (anyone who would be making a payment must fill out the form and submit to the office as well), I can set up the payment authorization acceptance on my end. Once that is completed you will then go into the cozy.co portal and schedule the amount you'd like to pay and start the payment process.

Office hours will be limited for the remainder of the year (open Dec. 20 & 21 and a few hours on Dec. 22). We will reopen Dec. 27th & 28th, and then be closed until January 2nd. But in January I will be working to set-up any tenants who would like to utilize this new payment option in hopes that anyone who wishes to pay online can do so in time for the Feb. 1st rent payment. And if you are not sure and decide you'd like to join later in the year that is okay too. Just reach out when you're ready and we can work to get it set up. I'm hoping this new option to deliver payment will be beneficial to anyone who has the desire to use it.

Happy Holidays!

Sincerely,

A handwritten signature in black ink, appearing to read "Whitney Godfrey".

Whitney Godfrey

Godfrey Property Management, Inc.

Godfrey Property Management, Inc.

142 Carlton Road
Charlottesville, VA 22902
434-979-8155

Payment Authorization Form

Schedule your payment to be automatically deducted from your bank account at no additional fee for processing the payment when sufficient funds are present in your account, or charged to your Visa, MasterCard, American Express or Discover Card (at the going rate of the credit processing company (2.75% of the transaction currently, but subject to change with written notice). Just complete and sign this form to get started!

Here's How Payments Work:

You authorize regularly scheduled charges to your checking/savings account or credit card. You will be charged the amount indicated below each billing period. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. You may also go online to authorize one-time, non-recurring payments.

Please complete the information below:

I _____ authorize Godfrey Property Management, Inc. through Cozy to charge my credit card for rent, utility and/or maintenance reimbursements plus processing fee associated with use of the credit/debit card charged by the credit/debit card processing company. I may also opt to use ACH Payments through the internet. I understand I am responsible for any fees associated with returned payments or chargebacks by the credit card or debit processing company, as well as the fees relative to returned and late payments in my lease agreement & this form. I understand that all payments must be initiated and processed by the rent payment due date each month (the 1st day of each month).

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Checking/ Savings Account

Checking Savings
Name on Acct _____
Bank Name _____
Account Number _____
Bank Routing # _____
Bank City/State _____



Credit Card

Visa MasterCard
 Amex Discover
Cardholder Name _____
Account Number _____
Exp. Date _____
CVV (3 digit number on back of card) _____

SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Godfrey Property Management, Inc. in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Godfrey Property Management, Inc. may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$50.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.



How Payments Work

PAYMENT METHODS

Cozy allows renters to make payments with their debit or credit card, or by sending ACH (http://en.wikipedia.org/wiki/Automated_Clearing_House) payments directly from their checking account. Our payments partner securely handles all of our processing, sending renter's payments right to their landlord's checking account. We don't collect or hold funds.



ACH Payments → like E-checks

No transaction fees.

Renters need to verify their bank account, which usually takes 2 days.

Payments are deposited in about 5 business days after the send date.

If Express Payouts (</Introducing-Cozy-Express-Payouts/>) are enabled, payments will deposit in 3 business days.



Card Payments

2.75% transaction fee, paid by renters.

We accept Visa, MasterCard, or Discover credit or debit cards.

Renters can add cards and make payments immediately.

Payments are deposited in about 2 business days after the send date.

PAYMENT STATUSES

UPCOMING

The renter has scheduled a payment to send in the future.

IN-PROGRESS

The payment is sending. It is either being collected from the renter or deposited into the landlord's account.

COMPLETED

The renter's payment has successfully been deposited into the landlord's bank account.

FAILED

Payments can fail for a variety of reasons, but it's most commonly due to insufficient funds.