



VCP Rent Payment Instructions



Dear VCP Tenants,

At VCP, rent is due on the first of the month.

Villa Capital Properties LLC offers residents several payment options via PayLease. PayLease is a leading payment processing company in the property management industry.

Option #1 Pay rent with cash at a CheckFree location

Ask your property manager for a **Cash payment ID card** – they can email it to you. With your account ID card, you may pay rent with cash at any Check Free location. There will be a small fee, usually \$4 per transaction.

To find a location go to www.paylease.com/cashpay/locations

There are many, many Check Free locations open at various hours.

Be sure to get a receipt when you pay

Your payment will post to our system the next business day

Option #2 pay rent online with bank draft

Ask your property manager for your **Yardi tenant code** (different from cash pay ID number!)

Go online to www.rentvcp.com and click on “Pay now”

You will be redirected to the PayLease website.

Set up an account, using your Yardi ID code.

Follow the prompts to pay your rent.

There will be a fee from PayLease – you can find out the fee before you complete payment.

For customer service call 1-866-729-5327 or go to support.paylease.com

Option #3 Pay rent online with credit card

Ask your property manager for your **Yardi tenant code** (different from cash pay ID number!)

Go online to www.rentvcp.com and click on “Pay now”

You will be redirected to the PayLease website.

Set up an account, using your Yardi ID code.

Follow the prompts to pay your rent.

There will be a fee from PayLease – you can find out the fee before you complete payment.

For customer service call 1-866-729-5327 or go to support.paylease.com

Questions?

For questions regarding your balance or your account with Villa Capital Properties LLC, please contact your property manager.

For questions regarding PayLease, please contact PayLease Support.

Thank you for paying your rent on time!