



BRE# 01860066

Real Estate & Property Management

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RESIDENT PORTAL SET UP

As a Resident, you are requested to register for our Resident Portal, which will allow you to access your lease register, various documents related to your tenancy (such as the lease and walk through), and pay online, if you choose to do so. (You may still pay by check, cashier's check, or money order). You may also request repairs or maintenance via the portal.

Go To our website: www.leurealestate.com

1. Click the "Pay Online" button on the left side of the screen, just under "Home".
2. This will take you to the Resident Portal.
3. The Registration window will open. Watch the video to learn how to register.
4. You will be sent a temporary password to your email. Use this to set your permanent password.

While logged into the Resident Portal, click the tabs at the top of the page to view information or to request service.

Online Payment

The advantage of this method is that you do not need to depend upon the mail system or someone at our drop box location to put it in the correct slot. You can choose when and how you want to pay.

- Log into the Resident Portal
- View your open charges and lease register
- Make a payment by:
 - Electronic check (routing & bank account numbers required) – **No charge for this service**
NOTE: USE THE NUMBERS FROM A CHECK NOT A DEPOSIT SLIP
 - Credit Card (We accept: Master Card, Visa, and Discover)
 - **For credit & debit cards, the processor charges a service fee of 3%.**
 - **NOTE:**
 - Any electronic payment must be made from an account that is in the name of one of the residents on the lease, or it will be rejected.
 - Use caution when entering account and routing numbers. If information is entered incorrectly, it could result in rejection by the bank.
 - If either of the situations above cause receipt of the rent to occur after the 3rd of the month, a late charge will be assessed.
 - Payment is a two-step process. We first receive notification. We then need to approve the payment, before it is sent to your bank. The second step may be delayed, due to weekends and holidays; however, your rent will be considered to be paid on time if sent by you before midnight on the 3rd of the month. If you are concerned about whether we received your payment, please call or email. Do not pay a second time, as it may result in a duplicate payment from your account.
 - You may set up for automatic recurring payments by contacting our office.

If you have any questions about the Resident Portal, please feel free to give us a call at 916-933-4995 or click the "Contact Us" button under the Sign In button.