

ATS of America

Apartment Tenant Screening of America, Inc.

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ATS PAYMENT POLICY

EXPLANATION OF ATS BILLING PROCEDURES

THIS POLICY CHANGE IS FOR ANY LANDLORD WHO HAS AN APPLICATION TO RUN. “OCCASIONALLY” OR LESS THAN THREE APPS A MONTH. WE ASK THAT YOU PAY AS YOU GO

**PLEASE SUBMIT MASTERCARD OR VISA-DEBIT OR CREDIT ONLY
SELECT ONE OF THE FOUR OPTIONS BELOW**

1. For our LANDLORDS on our service who need us from time to time, call in with CREDIT CARD when you submit the application.
2. LANDLORD can always pay by check. Please just drop the check in the mail when you submit the APPLICATION. (NO CHECKS FROM APPLICANT PLEASE)
3. If the APPLICANT is to pay, instruct them to call in the SAME DAY with CREDIT CARD (NO CHECKS FROM APPLICANT PLEASE); APPLICATION will be held for ONE DAY without payment.
4. The final selection would be for the LANDLORD to drop their payment by our office if this is convenient. The APPLICANT may also come by our office with their CREDIT CARD or MONEY ORDER. Please refer to our address above.

PLEASE CIRCLE YOUR CHOICE (YOU MUST MAKE A SELECTION) OF PAYMENT AND RETURN THIS NOTICE. YOU MAY RETURN VIA EMAIL, FAX, MAIL OR CALL US WITH YOUR SELECTION. WE ASK THAT YOU RESPOND WITHIN 10 DAYS OR COMPUTER WILL AUTOMATICALLY ASSIGN “PAY AS YOU GO”.

THERE ARE EXCEPTIONS TO THE RULE AND WE WORK WITH THAT. FOR “OCCASIONAL” LANDLORDS THAT NEED TO BE BILLED, YOU MUST CALL US SO WE CAN SET IT UP.

**THANK YOU
SUE BOLLEGAR, PRESIDENT**