

# Banking Details

**Payment of your Rent – We will accept the following methods of payment:**

- ❖ **IN PERSON** - To be paid on or before rental due date via bank cheque or money order made out to “The Estate Agent Ballarat” If your rent falls due on a weekend, the rent **MUST** be paid by the Friday. Cash is also accepted in our office.
- ❖ **DIRECT DEPOSIT** – You can pay directly into our rental trust account. You will need to ensure payment has a **reference** so our agency can allocate your funds accordingly. (Details below)

**Account Name: The Estate Agent Ballarat Rentals**

**Bank: Bendigo Bank**

**BSB: 633 000**

**Account Number: 1422 13008**

<b>Rent Due:</b> ____/____/____
<b>Rent Amount:</b> \$
<b>Reference #:</b>

**Please be advised that if you are depositing payment into our account, allow 3 business days for clear funds to be received.** Also it is important that you use the reference number provided so we can allocate your funds to the correct property.

Failure to pay your rent will result in immediate action by the agency to recover these funds via tribunal action, or possible eviction. We also lodge default details on the National Tenancy Database (NTD).

If you are unable to pay your rent by the due date then you **MUST** contact your Property Manager in advance and explain the situation. We have an obligation to advise your landlord of any problems associated with the collection of rent.

If you have any questions regarding payment of rent, please give our office a call on 53 335 258.