

How To Sign Up For



To Set Up Rental Payment Account:

- 1) Go to www.paylease.com
- 2) Once you are at the home page, click "SIGN UP"
- 3) Under on "CREATE YOUR ACCOUNT" click Resident option
- 4) Search for your property by typing in the full street address as follows: HANOVER SQUARE RENTALS – then your address including Pottstown, PA 19464 – click "search"
- 5) Once you have found your address click "THIS IS MY PROPERTY"
- 6) The next page will prompt you to enter "New User Registration"

****Please note:**

- **Payments made with a credit or debit card will be charged a processing fee by PayLease. To avoid the fee, you may use your checking account routing and account number,**
- **Utility payments may be paid under the "lease payment" option. Please forward a copy of the payment receipt to Julie Ricci,**
- **There is a mobile app of PayLease available for download & you have the option to create an auto monthly payment for your convenience as well**

To Pay Application Fee:

- 1) Follow instructions above to set up a new account
- 2) Use the address "Hanover Square Rentals Pottstown, PA 19464" and scroll to find address
- 3) \$50 application fee per adult (no fee if using routing and account number)
- 4) Forward a copy of the receipt to Letisha

If you have any questions, please feel free to contact Julie Ricci at julie@easthillrealestateco.com or Letisha Lindsey at letisha@easthillrealestateco.com

Thank you,

Hanover Square Rentals