

Date: [Insert Date]

To: [Guarantor Name]

Address: [Guarantor Address]

Subject: Portal Access and Rent Payment Instructions

Dear [Guarantor Name],

This letter provides you with the necessary information to access our online portal and manage rent payments for [Tenant Name] at [Property Address].

1. Portal Access

Your account has been created. Please use the link below to set up your password and log in:

Portal URL: [Link to Portal]

Username: [Guarantor Email Address]

2. Rent Payment Schedule

Rent is due on the [Day] of each month. The monthly rent amount is: [Amount].

3. How to Pay

To make a payment, please follow these steps:

- Log in to the portal using your credentials.
- Navigate to the "Payments" or "Billing" tab.
- Select "Make a Payment."
- Enter your payment method (Credit Card, Debit Card, or ACH/eCheck).
- Confirm the amount and submit.

You may also set up "Auto-Pay" within the portal to ensure payments are made on time automatically every month.

4. Support

If you encounter any issues accessing the portal or have questions regarding the balance, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Management Company Name]