



WILDWOOD & SOUNDVIEW
GARDEN
APARTMENTS

HOW TO PAY RENT

ACCEPTED FORMS OF PAYMENT:

Wildwood & Soundview Gardens accepts rent payments made by cash, personal check, or online funds payment made through the tenant's bank using 'Bill Pay.'

TO PAY BY CASH: (ALL CASH PAYMENTS MUST BE MADE IN PERSON)

We only accept cash payments during business hours. The cash payments must be handed to someone in the Management Office and a receipt will be provided. The Management Office is located at 7 Wildwood Gardens, Port Washington, NY in the rear of building, lower-level office.

TO PAY BY CHECK:

Please mail checks to the address listed below, or the check may be dropped into the mailbox outside of the Management Office. (Please do not put cash in the mailbox.)

TO PAY ONLINE:

When setting up a 'Bill Pay' either for a one-time payment, or for automatic monthly withdrawals, you must log into your personal online banking portal and follow the steps:

1. Use the addresses listed below to add us as a payee.
2. **VERY IMPORTANT:** INCLUDE THE BUILDING AND APARTMENT NUMBERS AND THE TENANT'S FULL NAME IN THE 'ACCOUNT NUMBER FIELD'.
3. Set up your automatic payments to send the funds before the due date as there can be a 3–5 business day processing delay.

WILDWOOD GARDENS RESIDENTS:

Company: Spivack Realty Co., Inc.
P.O. Box 365
Port Washington, NY 11050

SOUNDVIEW GARDENS RESIDENTS:

Company: Soundview Gardens Inc.
P.O. Box 414
Port Washington, NY 11050

Please note that during the first month of your tenancy you will receive an email from our property management system, Yardi Breeze, inviting you to create an account on the tenant portal called 'RentCafe'. You may use this account to check your payment history and put in maintenance requests electronically, but you cannot pay your rent using this account/site.

Spivack Realty Co., Inc. | Soundview Gardens Inc.
www.WildwoodSoundviewGardens.com
516-883-2110