

SAVE TIME & ELIMINATE HEADACHES!

ClearNow is the easiest way to collect rent from tenants. Rents are automatically withdrawn from tenant bank accounts and directly deposited into your property's bank account.

ClearNow starts at \$14.95/month for one tenant. Each subsequent tenant is just \$2/month.

With ClearNow, you:

- Eliminate the headaches of collecting rent
- Eliminate time spent depositing checks
- Receive timely payments
- Enable tenants to report to credit bureaus
- Provide tenants with an ultra-convenient payment method

GETTING STARTED

Call toll-free (866) 88-CLEAR for materials:

1. You complete an authorization form and submit it with a voided check to us.
2. Tenants complete an authorization form and submit it with a voided check to us.
3. We will notify you of tenant enrollments. Then, simply log into your ClearNow account and indicate rent amounts and lease-end dates for your enrolled tenants. That's it!

Payments are made each month:

1. Eight days before the debit day: Tenants receive payment reminders (for those who provide an e-mail address).
2. First banking day of the month: Tenant bank accounts are debited. Contact us if you need a different day for processing rents.
3. Three banking days later: Your bank account is credited net of ClearNow fees and a payment report is e-mailed to you. The Federal Reserve Bank takes 3 banking days to confirm tenant funds have cleared.

CUSTOMER COMMENTS

"Thanks for taking some of the hassle out of managing and owning rental properties!"

- Charly B., New Orleans, LA

"You guys are the best thing that ever happened to our business! ClearNow has proven to be an exceptionally valuable tool for us. The reliability of automatic rent collection is truly the best advantage ClearNow has provided to us. Setting up and using their service proved to be effortless."

- Stephen C., San Diego, CA

Property Manager Instructions and Terms & Conditions

Please review these instructions and terms & conditions before enrolling in ClearNow.

Property Manager/Landlord Enrollments

1. Complete the “Property Manager Enrollment Agreement” and submit it with a voided check. Only submit one Agreement and check for each ClearNow account. You do not need to re-submit these materials when submitting tenant enrollment materials.
2. An enrollment confirmation will be sent by e-mail. It will contain your account ID and password. If you do not receive this confirmation within 1 week of submitting your materials, contact us.
3. At this point, you are ready to enroll your tenants. Please refer to the “Enroll tenants” event in the table below.

ClearNow Fees: Each account debits on a specific day (1st, 5th, 15th, or 25th) and credits to a specific bank account.

- First ClearNow account: \$14.95/month for one tenant. Each subsequent tenant is an additional \$2/month.
- Additional ClearNow accounts: \$7.95/month for one tenant. Each subsequent tenant is an additional \$2/month.

Payment Processing: A banking day is a business day that is not a US Federal bank holiday.

- **8 days before the debit day:** Payment reminders of the rent amount and debit date are e-mailed to tenants (for those who provide an e-mail address).
- **Debit Day: 1st day of the month** - Tenant bank accounts are debited. If the debit day is not a banking day, the debit will occur on the next banking day.
- **Credit Day: 3 banking days after the debit day** - Your bank account is credited the amount of rent owed net of ClearNow fees. A payment summary is e-mailed to you.
- **10 days after the debit day:** If a tenant has a failed payment (e.g., insufficient funds), he/she may be assessed a \$15.00 failed payment fee by ClearNow, Inc.

Events & Guidelines

The following table identifies events and the guidelines or actions to take when managing your ClearNow account. Additional questions may be answered at www.ClearNow.com within the Frequently Asked Questions (FAQs) page.

Event	Guideline/Action
Log into my account	<ul style="list-style-type: none"> • Go to www.ClearNow.com and select “Login”. Input your account ID and password.
Enroll tenants	<ul style="list-style-type: none"> • Log into your account and download tenant enrollment forms for your debit day. • Fax, e-mail, or mail completed materials to us. We will process them then notify you via e-mail to log into your account to enter tenant rent amounts and lease-end dates. • WE MUST RECEIVE ENROLLMENT MATERIALS AT LEAST 10 DAYS PRIOR TO THE UPCOMING DEBIT DAY. YOU MUST ENTER RENT AMOUNTS AND LEASE-END DATES AT LEAST 9 DAYS BEFORE THE UPCOMING DEBIT DAY OF NEWLY ENROLLED TENANTS TO RECEIVE RENT. • Once you enter and save this information, ClearNow will send enrollment confirmations to you and your tenant(s).
Unenroll tenants	<ul style="list-style-type: none"> • Log into your account, locate the tenant on the “Schedule Rent” screen, select “Unenroll” from the drop-down menu located to the left of the tenant’s name, and click “Save”.
Block payment (a temporary ONE-month block)	<ul style="list-style-type: none"> • Log into your account, locate the tenant on the “Schedule Rent” screen, select “Blocked” from the drop-down menu located to the left of the tenant’s name, and click “Save”. • YOU MUST BLOCK YOUR TENANT BEFORE 12:00PM (NOON) EASTERN TIME 1 BANKING DAY PRIOR TO THE DEBIT DAY FOR THE BLOCK TO TAKE EFFECT. REFER TO THE “PROCESSING SCHEDULE” IN YOUR ACCOUNT FOR EXACT DEADLINES. • Your tenant will be automatically reset to “Scheduled” after the debit date for the blocked payment has passed.
Tenant payment fails	<ul style="list-style-type: none"> • ClearNow will notify you and attempt to notify your affected tenant(s) on or before your credit day. Tenant bank accounts will not be re-debited by ClearNow for that month’s rent.
Change bank account	<ul style="list-style-type: none"> • Complete (or have your tenant complete) an Enrollment Agreement, mark box for “Bank Account Change”, and mail or fax it with a voided check or bank letter to ClearNow.

Event	Guideline/Action
Change tenant rent amount/lease-end date	<ul style="list-style-type: none"> Log into your account, locate the tenant on the “Schedule Rent” screen, make the appropriate changes, and click “Save”. CHANGES TO RENT AMOUNTS MUST OCCUR AT LEAST 11 DAYS BEFORE THE UPCOMING DEBIT DAY FOR THE CHANGE TO TAKE EFFECT. CHANGES TO LEASE-END DATES MUST OCCUR AT LEAST 9 DAYS BEFORE THE UPCOMING DEBIT DAY FOR THE TENANT TO PROCESS RENT.
Debit a checking account without permanent checks or a savings account	<ul style="list-style-type: none"> Submit a completed Tenant Enrollment Agreement and a letter that is typed on the bank’s letterhead that confirms: (1) tenant name, (2) bank routing number, (3) bank account number, (4) type of account (i.e., checking or savings).
Debit a commercial (business) account	<ul style="list-style-type: none"> Submit a completed Tenant Enrollment Agreement and a letter that is typed on the bank’s letterhead that confirms: (1) business name, (2) bank routing number, (3) bank account number, (4) type of account (i.e., savings or checking), (5) individual’s authority to sign for the bank account (individual must sign the Tenant Enrollment Agreement).
Change contact information	<ul style="list-style-type: none"> Log into your account, select either “Change My Info” or “Change Tenant Info” to update your or your tenant’s information, and click “Save”.
Change/Forget password	<ul style="list-style-type: none"> Change: Log into your account, select “Change My Info”, change password, click “Save”. Forget: Reset your password from the Property Manager login screen. Go to www.ClearNow.com and select “Login” to access this screen.
Change debit day	<ul style="list-style-type: none"> Send a request to Support@ClearNow.com to change your debit day.
Set-up an additional account	<ul style="list-style-type: none"> To debit on a different day or credit to a different bank account, you will need to set-up an additional ClearNow account. Log into your account, select “Access Forms”, and print the “Property Enrollment Form” for your new debit day. Submit the completed form along with your voided check.
Close ClearNow account	<ul style="list-style-type: none"> Send a request to Support@ClearNow.com at least 30-days in advance of closure.
Report tenant payments to credit bureaus	<ul style="list-style-type: none"> Tenants provide consent to ClearNow to have rent reporting to credit bureaus. Complete tenant payment data and your name and address are reported to credit bureaus. Initial reporting will be made to Pay Rent Build Credit (www.PRBC.com). To opt out of reporting, send your request to Support@ClearNow.com. None of your tenants will have their ClearNow rent payment data reported if you opt out.

Indemnification

ClearNow will only process rents with the consent of both the property manager or landlord and its tenant(s). The maximum rent amount allowed for any month is \$10,000.00 per tenant. ClearNow will undertake commercially reasonable means to process payments properly. ClearNow is not a guaranteed method of successful rent collection. ClearNow shall incur no liability if it is unable to complete any payments through ClearNow for any reason including but not limited to: (i) bank accounts do not contain sufficient funds, (ii) ClearNow is not working properly, (iii) you or your enrolled tenants have not provided ClearNow with correct name or bank account information, or (iv) circumstances beyond ClearNow's control (such as, but not limited to, fire, flood, or other natural disaster; telecommunications failure; hardware or software failures; or failure to access the networks in which we operate ClearNow services).

You (property managers or landlords) and tenants agree to indemnify, defend and hold ClearNow, ClearNow affiliates, the vendors that assist ClearNow in providing services, and ClearNow's respective directors, officers, employees, contractors, and agents harmless from and against all claims, actions, proceedings, damages and costs (including attorney's fees) related to or arising out of any reason including but not limited to: (i) enrolled property managers’ or landlords’ and tenants’ use of the ClearNow Website or ClearNow services; (ii) the actions or omissions of third parties who are linked through the ClearNow Website or ClearNow services; (iii) disputes between enrolled property managers or landlords and their tenants; or (iv) enrolled property managers’ or landlords’ breach of “Property Manager Instructions and Terms & Conditions”. The sale, modification, distribution, transmission, or reproduction of any portion of ClearNow or ClearNow’s service or the ClearNow Website or its content is prohibited.

ClearNow reserves the right to terminate service for enrolled property managers or landlords and their tenant(s) at ClearNow’s discretion at will, for any reason, and at anytime. Property Manager Instructions and Terms & Conditions are subject to change. The most current version of the Property Manager Instructions and Terms & Conditions apply, and it is available through your ClearNow account or by contacting ClearNow Customer Support.

PAY RENT ELECTRONICALLY FROM YOUR BANK ACCOUNT!
It is • **Safe** • **Free** • **Convenient**. Eliminate checks & postage!
This service is administered by ClearNow. ClearNow is a member of the Better Business Bureau.

Place voided check here

Tenant Enrollment Agreement

1. Complete, sign, and date this Agreement. Keep a copy for your records.
2. **Place your blank, voided check (with your name pre-printed) at the top of this form or on a separate page.** If you do not have permanent checks or to debit a savings account, submit a letter that is typed on the bank's letterhead and confirms (a) your name, (b) bank routing number, (c) bank account number, and (d) type of account (checking or savings). To debit a business account, submit this letter plus (e) business name and (f) authority to sign on the account.
3. Give these materials to your property manager/landlord, fax them to ClearNow at (919) 680-4700, scan and e-mail them to Support@ClearNow.com, or mail them to ClearNow, Inc., PO Box 266, Durham, NC 27702. Pay rent as usual until you receive your enrollment confirmation.
4. Your debit day is the **1st day of each month**. If that day is not a banking day, the debit will occur the next banking day.
5. To unenroll, contact your property manager/landlord. As a safeguard, you may always unenroll by contacting ClearNow at Support@ClearNow.com or (866) 882-5327.

Mark Type of Enrollment: New Enrollment Bank Account Change

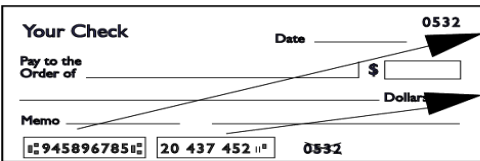
Landlord's Name Tenant Daytime Telephone # Tenant Evening Telephone #

Tenant Address City State Zip

Tenant E-mail Address (for rent reminders and credit reporting) Rent Amount (to be confirmed)
\$

Tenant Bank Name Routing # (9-digits) Bank Account #

Diagram to the right illustrates the general location of the routing & checking account numbers found on most checks. Place check at the top of this form or on a separate page.



BANK ROUTING NUMBER
(between ⑆ symbols)
BANK ACCOUNT NUMBER
(precedes ⑆ symbol)

I authorize ClearNow, Inc., on behalf of my property manager or landlord, to initiate debit (and if necessary, credit) entries to my bank account. I understand and agree to the following:

- My debit day is the 1st day of each month (if that day is not a banking day, the debit will occur on the next banking day). A banking day is a business day that is not a US Federal bank holiday. I will be notified of any changes to my debit day.
- In addition to fees assessed to me by my bank, I may be assessed a fee of \$15.00 by ClearNow, Inc. for failed payments. ClearNow, Inc. will debit such fee from my bank account after providing me with at least 10-days notification.
- I will be notified of any changes to my rent amount at least 10-days prior to future debits.
- I acknowledge that debits to my bank account must comply with the provisions of US law.
- I am the tenant at the address noted above. I certify I have full authority to enter into this Agreement.

Tenant Signature Printed Name (must match name on check or bank letter) Date