



Hoffman Realty, LLC

3900 W. Dale Avenue, Tampa, Florida 33609

Instructions for Landlords to Make Owner Contributions through their Landlord's Portal

- 1) **Background** – This is a convenient way for our Landlords to transfer funds to their account with Hoffman Realty. It takes up to 4-business days for the funds to clear our account, but this much faster and more convenient than mailing a personal check and waiting up to 7-business day for it to clear. If funds are needed faster, the best way is to hand-deliver or overnight mail us certified funds (Cashier's check or money orders).
- 2) **Its Free** - The bank charges us for eChecks but we don't charge our Landlords.
- 3) **Using Your Landlord's Portal**
 - a) If you don't have a User ID and password please request one and we will email you your information.
 - b) If Hoffman Realty is currently direct depositing your owner's draws each month, then you already have eChecks configured. If so, go to paragraph 3c) and ignore the rest of paragraph 3b).
To configure eChecks go to "My Account", "View Detail", "Edit Payment Account" and select "eCheck". Fill in all the required fields.
Warning: Please take extra care to ensure you enter your bank account information exactly as it appears on your check. ECheck payments submitted without accurate routing and account numbers will be rejected by our banks and are subject to our banks non-sufficient funds fees.
 - c) Once you have entered the eCheck information, go to "Statements" and at the bottom of the page select "New Contribution". Then make an eCheck contribution to your account with us.
 - d) Please call or email us to let us know so we can be looking for the funds to arrive.