

How to Fill Out a Money Order, Cashier's Check, or Personal Check



When submitting payment, please ensure it is filled out completely and accurately to avoid delays or the need to replace the payment. Below are step-by-step instructions for each payment method:

⚠ Important Reminder:

Failure to properly complete the check or money order will result in the payment being rejected and will require you to obtain a replacement. This may delay processing and could lead to late fees.

DO NOT SIGN THE BACKS OF PAYMENTS

Pay to: Novus Property Management
Address: *Optional* (537 Newnan Rd)
Memo: *Optional* (Month's Rent)

From: *YOUR* First and Last Name
Address: *YOUR* property address

Pay to: Novus Property Management

Purchaser: *YOUR* First and Last Name
Address: *YOUR* property address

Pay to: Novus Property Management

Address: *YOUR* property address
Purchaser Signature: *YOUR* Signature

Date: Month/Day/Year

Pay to: Novus Property Management
\$ Dollar Amount

Written dollar amount

Memo/Address: *YOUR* property address

Signature: *YOUR* First and Last Name