## 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:

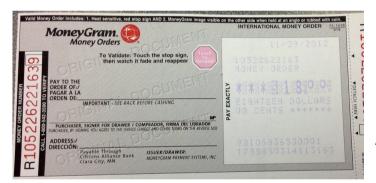
Failure to properly complete the check or money order will result in the payment being rejected and will require you to obtain a replacement. This may delay processing and could lead to late fees.

## 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 THE ORDER OF	<u></u>	1001 
		DOLLARS
мемо	G	6
	0987654321	7007i <b>.</b>

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