

# Constitution Management

## Tenant Payment Instructions – Fairfield County

Main Phone Line: 203-489-0229

- Rent is due at the 1st of every month.
  - A late fee of \$50 will be applied to your ledger if rent has not been paid by the 10th of the month.
  - If rent has not been paid by the 15th of the month, you will be in danger of eviction.
  - For all physical payments (checks, deposit slips, etc.), please write your address in the “Memo” section to avoid any delays in the posting of your deposits to your ledger.
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### **Buildium Payments (Online Payments) – Most Preferred & Easiest for You!**

- Log into your Buildium Residential Portal (if you do not have an account, check your email for setup instructions) <https://constitutionmanagement.managebuilding.com/Resident/portal>
  - Credit Card & EFT payments are accepted. (\*Note – There is a 2.98% service charge for all Credit Card transactions)
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### **Cash/Check Deposit:**

Chase Bank (Business Checking Account)

Name on Account: Constitution Real Estate LLC

Account #: 293960057

- Please ask for a receipt and take a picture as proof of payment so that our Accounting team can make sure your payment is posted properly and timely. The picture should be emailed to [accounting@constitutionmgmt.com](mailto:accounting@constitutionmgmt.com) with your name and address included.
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### **Check/Money Order Payments can be made payable to & delivered in person to our office:**

Constitution Real Estate LLC

112 Hoyt Street

Stamford, CT 06905

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### **Check Payments/Money Orders can be made payable/mailed to: - Least Preferred!**

Constitution Real Estate LLC

268 Post Road

Suite 200, PMB 81426

Fairfield, CT 06824

**\*If there are any issues regarding sending payment, please call our Main Line as soon as possible.\***