

Conveniently pay for your charges ONLINE at www.MatchboxRealty.com

Refer to page 7 of your Welcome Guide

Go to <https://harrisonburghousing.com/faq/28>

or email us at Info@MatchboxRealty.com for instructions

Effective **June 15, 2020**, mail all **CHECK or MONEY ORDER payments** to

**Matchbox Realty
PO Box 222312
Chantilly, VA 20153-2312**

The image shows a sample check with the following details:

- 1** DATE: 07/01/2020
- 2** PAY TO THE ORDER OF: Matchbox Realty
- 3** \$ 565.00
- 4** Five Hundred Sixty-Five and 00/100 DOLLARS
- 5** MEMO: Account # Unit # Tenant Name
- 6** Signature: Jane Doe

Additional fields on the check include: Jane Doe (Payee), Street Address, City, State, Zip Code; Your Bank (Bank Name, Street Address, City, State, Zip Code); and MICR line: *123456789* *0012345678900* *1111*

ALL Checks and Money Orders must have the following information:

1. The date you are writing the check. Do not postdate. Use four-digit number for Year.
2. **"Matchbox Realty"**
3. Amount of the check in numbers
4. Amount of the check in words
(This is the official amount of your payment, if different from #3.)
5. Your **Matchbox Account Number**; Your **Unit Number**; and the **full name of the tenant** if different from the name on the check
6. Your signature which should match the signature on file with your bank
For #5 and #6, do not write over the numbers at the bottom of the check.