

Conveniently pay for your charges ONLINE at your [Account Portal](#)
Also see [Making Payments](#) or email us at
Info@MatchboxRealty.com for further instructions

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 information on the check includes: Jane Doe (payer), Street Address, City, State, Zip Code, Your Bank (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)
5. Your **Matchbox Account Number**; Your **Unit Number**; and the **full name of the tenant**
(Last, First)
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.

#5 is particularly important. If you do not include this information, the bank may not be able to process your check properly as this information is needed to assign your payment to the correct account. Matchbox is not responsible for checks improperly deposited by the bank due to failure to include all required information. Please make sure all three of these components are present and legible.