

Our priority, as always, is the safety and well-being of our employees, their families and our valued friends and clients. As we continue to follow the guidance of public health authorities, we have implemented plans to safeguard the health and well-being of our colleagues and simultaneously maintain the superior level of service and responsiveness you have come to expect from AKAM.

Applications for sales, leases/subleases, refinances and other transfers will continue to be processed so long as they are submitted electronically (Ex. Box.com, Dropbox.com, or other secured link or password protected pdf). As for payments, AKAM uses a third-party payment system (Paylease/Zego) for a variety of documents and we will be using this system for application and credit check fees payable to AKAM and ask that said fees be combined and paid in a "lump sum."

*Please follow the instructions below to make a payment:*

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- 1. Login or Create a Paylease account as a RENTER (see link at bottom of this page).**
- 2. Enter "Akam Application Payments" in the address or property name\* search engine**
- 3. You should see AKAM Application Payments New York, NY 10170 AKAM Living Services Docs. – click on "This is My Property"**
- 4. To make payments for all fees due to AKAM ASSOCIATES, INC. ONLY (not building fees) enter the total amount to be paid (application fee, credit check fee, any/all fees payable to AKAM Associates, Inc.).**
- 5. In the NOTES section, please reference the property address & apartment number, the type of transaction AND the breakdown of the total amount paid (ex. 123 First Ave. #1A, Sale, \$700 Processing, \$150 Credit)**
- 7. Send the proof of payment receipt (you must send the receipt) along with the complete application in secure electronic format to the Akam Transfer Agent for review.**

[https://www.paylease.com/resident/create\\_fixed\\_autopay/payment\\_amount](https://www.paylease.com/resident/create_fixed_autopay/payment_amount)