



Online Owner Contributions

Owners can securely contribute funds to the property of their choice through their Owner Portal via eCheck (ACH) or Credit or Debit card.

If you do not access to your online portal, please contact rentals@ejfrealestate.com or 202-756-4000 and we will send you an invitation to your portal.

Make a Contribution

1. From EJJ website, www.ejfrealestate.com/rentals, log on to your "Owner's Portal"
2. Choose "Transactions" page on the left side bar
3. Click on "Make a Contribution" button
4. Select the property you would like to make the contribution to
5. Enter the amount of the contribution
6. Choose the method and click "Continue"
7. Fill in the bank or credit card information and click "Continue"
8. Notice of a successful online contribution will be displayed and you will receive an email notification as well
9. An "Owner Receipt" of the contribution amount will be recorded on your Owners Statement.

Fees for Making Owner Contributions

- **eCheck (ACH)**—Free!
- **Credit or Debit Card**—2.9% of contribution amount. Applied to manage transaction costs, paid by the owner at the time of contribution.

Funds Settlement Time Frame

- **eCheck (ACH)**—Owner contributions made via eCheck in the Owner Portal before 1:00 pm EST will be received on the same day.
- **Credit or Debit Card**—Owner Contributions made via credit or debit card are processed within 3-5 business days according to industry standards.

Need to stop your payment?

- Please contact your bank or card institution. Neither your property manager or AppFolio have the authority stop the payment on your behalf.

How will this show up on my bank statement?

- If you paid via eCheck, the whole payment shows as "AppFolio." If you paid via credit or debit card, the contribution and fee are processed as separate transactions. The contribution shows as your property management company and the fee shows as "AppFolio."

