

HOW TO RESERVE A UNIT & PAYMENTS

HOW TO RESERVE A UNIT - STEPS FOR RESERVATIONS

- 1) You have to **CONTACT US** to check for **AVAILABILITY** and details.
- 2) Submit the **RENTAL APPLICATION** to Us.
- 3) After we approve the **RENTAL APPLICATION**, you proceed with sending us:
- 4) The **FIRST MONTH** deposit, plus the **SIGNED LEASE AGREEMENT**.
- 5) Only when You receive back the **LEASE AGREEMENT signed by Us** is the **TENANCY SECURED**.

HOW TO PAY - SENDING PAYMENTS

- **ZELLE** - It Is **INSTANTANEOUS** and with **NO FEES**:

Use our Phone Number: **6172303674** (recipient: **Mark Roderick**)

If you are new to Zelle, it is possible that Zelle will only allows you to send up to \$500 per day. Keep us informed.

- **BANK to BANK** ACH Transfers **in the USA**:

Our Bank: **Bank of America**

Account Name: **CAMBRIDGE IVY INN** Bank Routing Number: **011000138** Account Number: **4660 0556 6484**

- **INTERNATIONAL TRANSFERS & WIRES**:

Our Bank: **Bank of America**

Account Name: **CAMBRIDGE IVY INN** Our Bank Routing Number: **026009593**, SWIFT: **BOFAUS3N**

Bank Beneficiary: Bank Of America, NA 222 Broadway, New York, NY 10038 USA

- The **RENTAL APPLICATION**, **LEASE AGREEMENT** and **HOW TO RESERVE & PAY** forms can be found on our website: harvard-housing.com, under the TAB "Rental Forms".
- We only rent whole months - from the first to the last of every month.
- We prefer **ZELLE** for payments!
- We like Long Term leases!

Mark Roderick, co-owner of Cambridge Ivy Inn

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