The following are the instructions on how to register on UGCAM’s RENTCafe payment platform to pay your monthly CAM fees.

Address: 123 Your Address
Reference Number: CAM0000
ID: t0000000 (Contact UGCAM office if you do not have it readily available.)
Email reference: youremail@youremail

The registration instructions for RENTCafe are reiterated below:

https://www.rentcafe.com/residentservices/apartmentsforrent/userregistration.aspx?source=property_search&propertyid=MTIzNDAwNw%3d%3d-GRutw8DZ14c%3d

Once online, follow the steps listed below to create your new User Account

• The screen reads “Welcome to Resident Services”
• CLICK ON “Click Here to Register”
• Under “Personal Details” FILL IN your First and Last names
• Your registration number is: t0000000
• Under “Account Information” CREATE a Password
• CONFIRM Password
• SELECT “Security Question”
• Provide “Security Answer”
• Under “User Verification” CHECK “I am not a robot”
• REVIEW “Terms and Conditions”
• CHECK “I have read and accept the Terms and Conditions”
• CLICK “Register”

A confirmation will be sent to your email address for verification purposes.

A statement associated with the monthly Maintenance Rent Fees will be sent out by email on or shortly after the 1st of the month.

There are three ways to pay your monthly CAM fees which are due on the 10th of each month.

1. At NO charge, a check can be mailed (so it arrived on the 10th of the month) to the UGCAM’s Office at 45 Rincon Drive, Suite 103-B, Camarillo, CA, 93012. Checks shall be made out to the CSUCI Site Authority. (Please include your CAM reference number on your check.) If you want to hand delivery your check, the CAM Office is located at 45 Rincon Drive, Suite 103-B. If the Office is closed, deposit your check in the drop box to the right of the office doors.

2. An electronic payment can be made directly from your bank to CSUCI Site Authority via RENTCafe (ACH). There is a “pass through” charge by RENTCafe of $1.95 per transaction associated with type of payment. Please set up your ACH to be collected after the 4th and before the 10th of the month to allow our accounting personnel to input the monthly charges for the month on or near the 1st of the month. If there are not CAM charges shown “due” for your account your ACH will not pay anything for that month.

3. For payment with a debit card there is a separate flat fee, usually $2.95. Pay with a credit card, the fee charged is a percentage (%) of the total transaction (2.2% for Visa/MC, 3% for AmEx), +/- $5.00-$8.00 depending on the credit card used. At this time we are not accepting Discover card payments.

To be clear, a $50 late fee will apply if payments are received after the 25th (twenty-fifth) of the month. Please write your account number (CAM number) on the check. Any payments returned by your financial institution will be considered late and a $50 late fee will be applied; additionally, in this circumstance, a $25 returned check fee will be charged to you.