

# Southwest

## Pay By Check Instructions

---

If you prefer to pay by personal check, cashier's check, or money order, please mail your payment to the WorkBay corporate office.

**Mail To: PO Box 161 Draper, UT 84020**

**Make Payment To: WB Southwest Owner, LLC**

Be sure to write your name, property, and unit number in the memo line. To avoid late fees, please mail your payment early enough that it arrives at our office by the **4th of the month**.

You can also pay anytime through our **online tenant portal**, which is the fastest and easiest way to ensure your payment is received on time. If you prefer to pay in cash, reach out to your property manager directly to discuss available options.

If you have any questions about your payment, [don't hesitate to contact your property manager](#).