

ASSESSMENT PAYMENT INSTRUCTIONS

Important Information: All homeowners must update their assessment payment method

- Please update your payment set-up for payments due on or after August 1.
- ACH and recurring eCheck or credit card currently set-up in the previous system will not be pulled from your bank account in August.

— CHECK —

Please mail to the new lockbox address:

Association Legal Name
c/o Advance HOA Management
PO Box 98113
Phoenix, AZ 85038-0113

Please be sure to reference your **new account number** or **property address**

— ONLINE BILL PAY —

If you are set-up with Bill Pay through your bank, please update the remittance address directly with your bank:

Association Legal Name
c/o Advance HOA Management
PO Box 98113
Phoenix, AZ 85038-0113

Please be sure to reference your **new account number** or **property address**

— ECHECK or CREDIT CARD —

To set-up an eCheck or credit card payment, you will need to create an account with Property Pay, a website provided by CIT, the bank that processes and deposits your payments.

- 1) Log into your community website. From the homepage in your community website, click **Pay Now!**
- 2) After accepting terms and conditions, follow prompts to create your Property Pay account. Once your account is created, it will prompt you to sign in.
- 3) From your Property Pay account, simply add a bank account or credit card to your Wallet, then either make a **one-time payment** or schedule a **recurring payment**.
 - There is no fee for payments made from a bank account (eCheck). The payment processor charges 2.95% for credit card payments.
 - Recurring payments can pull either a Fixed Amount or the Account Balance (same option as ACH). Recurring payments that pull the Account Balance are pulled on the 5th of the month.
- 4) Once you set up your Property Pay account the first time, when you click **Pay Now!** from your community website, it will direct you to log into Property Pay where all your payment information is conveniently stored.

—If you need assistance with Property Pay, please call (866) 800-4656 and select Option 3. —

If you have multiple properties and would like to connect them in your Property Pay account, please contact Client Services for instructions.

To make payments like the current ACH option, please schedule a recurring payment in your Property Pay account that pulls the Account Balance from your bank account. There is no fee charged for this option.

Please contact Client Services if you have any questions at
clientservices@advancehoa.com or 303-482-2213