

Dear Homeowner:

IMPORTANT – PLEASE READ

We offer FIVE ways to make your payments: Check, Automatic Clearing House (ACH), Credit Card, E-Check or Online Personal Banking. By using ACH, Credit Card or E-Check, payments will be made to your account in a timely manner avoiding late charges. You can set up payment for when you are on vacation or away on business. You will save on postage, avoid mail delays, write fewer checks and you can gain points on your credit cards, if they offer rewards.

Please verify that the information on the enclosed coupons is correct. **Notify us immediately of any corrections.**

PAYMENT OPTIONS

Option #1

What: **Check**

How: Mail your **check and coupon** in the enclosed envelope. Please do not staple your check to the coupon. When you insert the coupon in the window envelope correctly, the mailing address displays in the window. If you are making multiple payments, enclose a coupon for each payment (multiple units and/or multiple months). Make your **check payable to your homeowner's association** and include your **Account Number** on the check (located on the top center of the coupon).

To avoid all late charges, allow at least seven (7) days for mail delivery.

DO NOT mail your check and/or coupon to Access Property Management in Horsham, PA or Mt. Laurel, NJ. The correct mailing address is printed on the coupons. If you mail your check to Access Property Management, your check will be returned to you to mail to the proper address. By not mailing to the correct address, you could incur late charges.

Option #2

What: **Automatic Clearing House - ACH**

Your assessment is automatically debited from your checking account the first of the month each month an assessment is due. You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be automatically paid on the first day of the month. Please note: The payment will be taken from your account on the 1st but might not show on your bank account until the 2nd or 3rd.

How: An authorization form is enclosed. Complete the form, attach a voided check (not a deposit slip) and mail both to Access Property Management at 721 Dresher Road, Suite

1400, Horsham, PA 19044. Authorization to charge your account will remain in effect until you notify us in writing to terminate the authorization.

If you utilized this service with your present management company, you will have to sign up again with our company, as the service will not transfer from one bank account to another.

Option #3

What: Online Payments: E-check is a withdrawal from your checking account – you determine the number of reoccurring payments and the date. Select the **CORRECT** homeowner's association (selecting an incorrect association name results in your payment not being processed correctly and may result in additional fees charged to your account). When you pay by E-check, the assessment will be withdrawn from your account on the date you select. Please select an appropriate date so your payment will not be late.

How: To make online payments, go to www.smartstreet.com and click on "pay assessments" (in the upper left side of the screen). Follow instructions for E-checks. Please have your account number ready (located on your coupon).

Option #4

What: Online Payments - Credit Cards: MasterCard, Discover or American Express. There is a \$14.95 convenience fee charged by SmartStreet to your credit card for this service. **ALLOW UP TO 5 BUSINESS DAYS FOR CREDIT CARD PAYMENTS TO BE POSTED TO YOUR ACCOUNT.**

How: To make credit card payments online, go to www.smartstreet.com and click on "pay assessments" (in the upper left side of the screen). Follow instructions for Credit Cards. Select the **CORRECT** homeowner's association (selecting an incorrect association name results in your payment not being processed correctly and may result in additional fees charged to your account).

Option #5

What: Personal Online Banking: Several banks offer an online bill paying service. You may use the online service your banking institution provides. The online service is typically accessible through your personal bank's website.

How: Please contact your banking institution regarding instructions on using their service. Please make sure you have the correct account number (located on your coupon) and mailing address. If your bank requires a phone number for Smartstreet, it is 1-888-705-0600.