



NORTH PENN

REAL ESTATE

RE: **PAYMENT OPTIONS FOR HOA DUES**

To assist you, we are very happy to offer you several convenient options to make payments.

OPTION 1 – ACH PAYMENTS

ACH (Automated Clearing House) through **North Penn Real Estate (NPRE)**. This is the most convenient and stress free option listed. To select this option, please complete the form in your coupon book or the attached form. Return the completed form along with a voided check (not a deposit slip) to our office and we will do the rest. This form will authorize us to process your assessment payment (HOA Dues) when due via an electronic ACH transaction. Your payment will be automatically withdrawn from the bank account as specified on the ACH authorization form. At the end of the year, if your HOA Dues change, this in-house system will automatically update the amount.

OPTION 2 – ONLINE PAYMENTS

Online payments via eCheck (no fees apply), credit or debit cards online (fees will apply) at **propertypay.cit.com**. This site is provided as a courtesy and **is not affiliated with NPRE**. You can make a one-time payment or schedule reoccurring payments. You will need the micro line of your coupon (last line on coupon) to complete this payment options along with the Management ID #8047 and your account number. **Using this option, you must update your payment amount at the end of each year.** If you encounter problems, you can call 866-800-4656.

OPTION 3 – MOBILE APPLICATION PAYMENTS THROUGH CIT

Download the CIT App (C-PropertyPay) from Google Play™ or the App Store (fees will apply).

OPTION 4 – PAYMENT BY MAIL

Mail your payment by simply placing your **CHECK AND COUPON** in the envelope provided, put a stamp on the envelope and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Also, allow a few extra days for the mail to be received at our lockbox facility.

OPTION 5 – BILL PAYMENT SERVICES THROUGH YOUR BANK

Bill payment services may be provided through your bank's online banking features. When using this method of payment, you must list the name of your Association, c/o North Penn Real Estate, PO Box 64715, Phoenix, AZ 85082-4715 as the address for your payment. It is also very important to list your complete account number as it appears on your coupon. **Using this option, you must update your payment amount at the end of each year.**

We hope you share our enthusiasm about the payment options available to you. We appreciate the opportunity to support your needs and look forward to providing you improved services in the future.

If you have any questions, please contact our office.