

## PAYMENT OPTIONS

We offer four payment options for select whichever option works best for you:

### **Option 1: Traditional Coupon and Check (or Money Order):**

Mail your payment by simply placing your Check (Money Order) and Coupon in an envelope, put a stamp on the envelope, and drop it in the mail to:

**[Name of Your Community]  
C/o First Real Estate Management  
P.O. Box 52977  
Phoenix, AZ, 85072-2977**

Please be sure the account number [Item 3 on Coupon Scan Line] is in the “memo” field on the bottom left corner of the check.

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.

Failure to do this, you may incur late fees as the payments will not process properly.

*Below are the payment options available which do not require sending a check yourself:*

1. The ACH process where we process the payment does not incur a cost.
2. The bill payment option through your banking institution usually does not incur any cost to you; this payment may be sent electronically or by the bank issuing a paper check.
3. The online payment options do have processing fees as the community cannot absorb these costs.

**Option 2: ACH (Automated Clearing House):** To select this option, submit the attached authorization form (on the last page of this document) which will authorize us to process your assessment payment via an electronic ACH transaction. Return the completed form along with a voided check (not a deposit slip) to First Real Estate Management 5304 Dorsey Hall Drive Ellicott City, MD 21042 (or scan the completed form and check and email to me) and we will do the rest. Your payment will be automatically withdrawn from the bank account as specified on the ACH authorization form.

*You will need the following items from **your** Coupon Scan Line for the next two options.*

*See SAMPLE Scanline below:*

7096 00 0ABC 00000000 00008857 RESIDENT0000 009000 1

1 ↑      2 ↑      3 ↑

1 = Management Company ID [always 7096]

2 = Association ID [zero followed by three letters or numbers]

3 = Property/Account Number [numbers only – no letters]

## PAYMENT OPTIONS

**Option 3: Use your bank's Bill Payment service** through its online banking product (if available).

It is particularly important you **list your Account Number in the check memo or note area and that separate bill payments be set up for Brantwood CA.**

Use the following as the address for your payment:

**[Name of Your Community]**  
**C/o First Real Estate Management**  
**Account** [*See Scanline at bottom of **your** Coupon*]  
**P.O. Box 52977**  
**Phoenix, AZ, 85072-2977**

**Memo: Account** [*See Scanline at bottom of **your** Coupon*]

**Option 4: Online Payment (C-PropertyPay<sup>SM</sup> from CIT Bank):**

To make an online payment you will need the following information:

**The Management Company ID is 7096.**

**The Association ID is** *See the Scanline at Bottom of the Coupon-  
second group of characters, from the right, it is the last four characters. (zero ABC).*

**Your Property/Account Number** *See the Scanline at Bottom of the Coupon-  
Third group of characters, ignore leading zeros*

Refer to the information the next page on navigating the C-PropertyPay<sup>SM</sup> website or to set up the mobile app on your smart phone.

Fees for using the C-PropertyPay<sup>SM</sup> website or the mobile app:

- A. To make a **One-Time Payment online at the Web Site** by eCheck (there is *no* processing fee or by credit card (there is a *processing fee of 2.95%* of the amount paid) payment.
- B. To set up a **Recurring Payment** by eCheck (there is *no* processing fee) or by credit card (there is a *processing fee of 2.95%* of the amount paid) payment.

Place the following in your browser      <https://propertypay.cit.com>

- C. Paying using the **C-PropertyPay<sup>SM</sup> Mobile App** (see below on how to load on the smart phone), by eCheck (there is a *\$1.95 processing fee*) or pay by credit card (there is a *processing fee of 2.95%* of the amount paid)

## PAYMENT OPTIONS

### Navigating C-PropertyPay<sup>SM</sup>

C-PropertyPay<sup>SM</sup> – is a payment site and mobile application that makes it simple, quick, and easy for you to make payments via card or electronic check.

*Make a one-time payment using the “Pay Now” button*

*Use the “Sign Up” button to set up a flexible payment schedule and wallet*

It is easy to create a flexible payment schedule online or in the C-PropertyPay<sup>SM</sup> app.

#### Create a payment schedule online:

1. Visit <https://propertypay.cit.com>
2. Select Sign up to register
3. Create an account – create your user name and password
4. After creating an account, you will be asked to log in using your new user name and password
5. Enter the required property information
6. Enter the required payment information
7. Enter the details for your payment schedule – choose your start and end dates (or no end date)
8. Create a payment schedule in the C-PropertyPay<sup>SM</sup> app:



C-PropertyPay  
CIT Bank, N.A.

1. Download the app from *Google Play<sup>TM</sup>* or the *App store* - search for *C-Property Pay*
2. Select Sign up to register
3. Enter the required property information OR capture property details using your mobile device's camera
4. Enter the required payment information OR capture check details using your mobile device's camera
5. Enter the details for your payment schedule

Take advantage of the easy-to-use online payment site and application to save time by paying your dues at C-PropertyPay<sup>SM</sup>.

#### **Customer Service for C-PropertyPay<sup>SM</sup> can be reached at:**

Telephone: [866-800-4656](tel:866-800-4656) Mon-Fri 7am-7pm Central Time

Email: [ServiceC-PropertyPay@cit.com](mailto:ServiceC-PropertyPay@cit.com)

PAYMENT OPTIONS

**ACH FORM: AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (DIRECT DEBIT)**

**NOTE: A VOIDED CHECK OR CHECK IMAGE MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY. REQUEST MUST BE RECEIVED NO LATER THAN 15 DAYS BEFORE PAYMENT START DATE.**

I (we) hereby authorize **FIRST REAL ESTATE MANAGEMENT**, hereinafter called "Company," to initiate debit entries to my (our), Select one: Checking Account or Savings Account, indicated below at the depository financial institution named below, hereinafter called "Depository," and to debit the same to such account for the purpose of collecting assessments for my community association. I (we) understand that this debit will occur on or about the Select one: 1<sup>st</sup> or 15<sup>th</sup> of each month in which assessment payments are due. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Account Number: \_\_\_\_\_ Routing Number (9 digits): \_ \_ \_ \_ \_

Bank Name: \_\_\_\_\_ **Payment Start Date:** \_\_\_\_\_

This authorization is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time, and in such manner, as to afford Company and Depository a reasonable opportunity to act on it.

Association 1: \_\_\_\_\_

Association 2: \_\_\_\_\_

Association 3: \_\_\_\_\_

Name(s): \_\_\_\_\_ (Please Print) \_\_\_\_\_ (Please Print)

Address: \_\_\_\_\_ City: Ellicott City State: MD Zip: 21042

E-mail address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile(1) \_\_\_\_\_ Mobile(2) \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: A VOIDED CHECK OR CHECK IMAGE MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY. REQUEST MUST BE RECEIVED NO LATER THAN 15 DAYS BEFORE PAYMENT START DATE.**

Please return Form and voided check or check image to:

**First Real Estate Management**  
By email: [admin@fremllc.com](mailto:admin@fremllc.com)  
By US Mail: 5304 Dorsey Hall Drive  
Ellicott City, MD 21042

**Management Company Use Only:**

Homeowner Account Number: - - \_\_\_\_\_ Date: \_\_\_\_\_