**HAMPDEN HILLS AT AURORA WAYS TO PAY YOUR ASSESSMENT**

Metro Property Management, would like to inform you of the variety of methods

available to pay your HOA assessments.

• **ONLINE PAYMENTS** can be made by you directly to your HOA’s bank account using your checking account or credit card (the bank charges a fee for credit card payments)

Go to MutualofOmahabank.com

See the green button labeled **Make A Payment**

Here you may choose between Sign Up, or Login. You may also choose Pay Now to make one time payment.

This option is a convenient way for you to make one-time payments or scheduled recurring payments for any time of the month based on your cash flow.

Be advised, if you schedule recurring payments, you will be responsible to stop the payments or modify the amount of the payment when necessary.

You will need the following information to complete the payment:

The Management Company code is **0302** (all numeric).

Association ID code: In the case of Hampden Hills HOA, this code is **CIVI** (All alpha).

Your Hampden Hills at Aurora account number which is found on your coupon.

• **ACH WITHDRAWAL** is the method many owners choose because, once set up, this

method requires no additional effort by you. Payments will be made regularly and on

time by management so you have one less thing to keep track of. If you are interested

in ACH Withdrawal, simply obtain the ACH Withdrawal form from our office or from the

website MetroPropertyMgt.com. Fill out the form and attach an original voided check

which you will return either by mail or in person to our office.

• **PAYMENT BY CHECK OR MONEY ORDER** Mail your payment to our office to Metro

Property Management, 10800 E. Bethany Drive, Suite 235 Aurora, CO 80014. **Please**

**make checks payable to Hampden Hills at Aurora.** Remember the due date for the

Hampden Hills at Aurora assessment is the 1st of each month. Payments received after the 15th will be subject to a $25 late charge. A late fee will be assessed monthly as long as the account remains delinquent.

If you have any questions regarding any of these methods of payment, please feel free

to contact Metro Property Management at (303) 309-6220