

COLUMBINE TOWNHOUSES FIVE 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 CIT.com

Click on "Pay HOA or Rent"

See green button labeled **Make A Payment**

Here you may choose between Sign Up for recurring payments, Login to access your profile, or Pay Now to make a one-time payment.

If you schedule recurring payments, you will be responsible to cancel or modify the amount of the payment when necessary. You are also responsible to enter the payment information correctly. If the payment information is not entered correctly (wrong routing number or account number) the bank may charge the HOA fees. Such fees will be assessed back to the homeowner account.

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 Columbine Townhouses Five, this code is **COTO** (All alpha).

Your Columbine Townhouses Five account number (**your street address number and the initials of your street name; example 7624WPA**).

- **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 through the actions of 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 via the website MetroPropertyMgt.com. Fill out the form and attach an original voided check or letter from your bank showing the name on the account, routing and account number. The form and voided check may be returned to management by email, fax or mail. ACH requests must arrive with management by the 5th of the requested month to go into effect that same month.

- **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 Columbine Townhouses Five.** Remember the due date for the Columbine Townhouses Five is the 1st of each month. Payments received after the 30th 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