

## PARKVIEW HEIGHTS HOA 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 Parkview Heights HOA, this code is **PAHE** (All alpha).

Your Parkview Heights Homeowner Association account number 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 quarterly and on time through the actions of management so you have one less item to keep track of. If you are interested in ACH Withdrawal, simply obtain the ACH Withdrawal form from our website at 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 5<sup>th</sup> of the requested month to go into effect that same month.

- **PAYMENT BY CHECK OR MONEY ORDER** is the traditional method whereby a check is mailed to our office to Metro Property Management, 10800 E. Bethany Drive, Suite 235 Aurora, CO 80014. **Please make checks payable to Parkview Heights HOA.** Please remember that the Due Date for your assessments is on the 1st day of each quarter. 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.