



CERTIFIED MANAGEMENT OF AUSTIN, LLC

## PAYMENT OPTIONS

The following are payment options when making your monthly, quarterly, semi-annual, or annual assessment payments. Please note all payments should be made payable to your Association. **Do not make payments payable to CMA as it will delay applying your payment to your account and may result in return of payment!**

- **Online - Paylease**

CMA works with a 3rd party company, Paylease, to offer our owners a convenient, fast and easy access when needing to make payments. Through Paylease the following credit cards are accepted: Visa, Mastercard, American Express, and Discover.

Paylease at [www.paylease.com](http://www.paylease.com). Follow the online instructions for credit card or bank account payments. You will be required to create an account using your Association account number that can be found on each statement.

Reoccurring payments are offered.

\*Fees for credit card payments are \$2.95 + 3.5% of the amount to be paid

\*Fees for bank account payments are \$2.95

- **MAIL** a check with your statement stub to P.O. Box 66817, Phoenix, AZ 85082-6817. Ensure the payee is listed as your association and note your account number on each payment.
- **ACH Automatic Withdrawal** from your checking or savings account. Assessments will be drafted between the 1<sup>st</sup> and 5<sup>th</sup> of the month for the assessment amount due. To enroll, complete and return the ACH form.
- **Bill Pay** through your personal bank. Make check/payment payable to your Association and reference your account number. Mail payment to Association Name, P.O. Box 66817, Phoenix, AZ 85082-6817.
- **Over the Phone** payments are not recommended, however if needed, can be made over the phone by calling CMA. These payments will be processed using Paylease and above noted fees will be applied in addition to a \$5.00 processing fee.

*Payments will be processed faster if mailed directly to the processing center at P.O. Box 66817, Phoenix, AZ 85082-6817. Mailing payments to the CMA office, or hand delivering, slows the processing time of payments being applied, thus resulting in late fees being assessed. Please update your records and mail all payments to P.O. Box 66817, Phoenix, AZ 85082-6817.*