

## There are many options to make your monthly payments:




- **Check or Money Order:** Please make all payments to: **Your Condo Name** and send directly to the Condominium Association's lock box to:

**Name of your Condominium**  
c/o ActionVest Management Corp.  
P.O. Box 61895  
Phoenix, AZ 85082-1895

Please include your condominium account number on your check (if you don't know your account number, please contact your property manager).

To allow sufficient time for delivery, we suggest that you mail your check by the 25<sup>th</sup> of the month before the condominium fee is due. If the condominium fee is not received by the 15<sup>th</sup> of each month, **late fees may apply.**

-  **Condominium Association's Bank:** Make payments directly on the association banks website: <https://propertypay.cit.com/>. You can submit one-time payments, recurring payments and credit card payments. You will need the following information:

- ✓ Management Company ID - **5050**
- ✓ Condominium Association ID – **Contact your Property Manager**
- ✓ Condominium Association Name – **Your Condo Name**
- ✓ Management Company Name – **ActionVest Management Corp.**
- ✓ Condominium Association Account Number – **Contact your PM**



- **ACH or Direct Deposit:** Sign up using our in-office ACH/Direct Deposit where we withdraw the funds out of your bank account every month. No more worrying about paying your monthly condominium fee. Let ActionVest do all the work. ***The form you need to initiate the ACH is on the following page of this notice.***



- **Condominium Association's Portal:**  
At Condo Café, you can submit one-time payments, recurring payments and credit card payments. The portal may take up to three business days to process payments and fees may apply. In order to register, you will need to log onto:  
<https://www.condocafe.com/Portal/RegisterPropertySearch.aspx>

You will need following information for registration (more information is on the following pages including screen shots of the registration process):

- ✓ Last Name –
- ✓ Owner ID – **Contact your Property Manager**
- ✓ Email address we have on file

**Preauthorized Electronic Assessment  
Payment Services Authorization Card  
(please print)**

ASSOCIATION NAME \_\_\_\_\_

UNIT ID \_\_\_\_\_

NAME(S) LAST FIRST MI \_\_\_\_\_

NAME(S) LAST FIRST MI \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_

I (we) hereby authorize ACTIONVEST, hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME \_\_\_\_\_  
This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

SIGNATURE (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACH VOIDED CHECK WITH THIS  
AGREEMENT AND MAIL BOTH TO:**

**ACTIONVEST MANAGEMENT CORP.**  
1667 COMMONWEALTH AVENUE  
BRIGHTON, MA 02135  
Authorization must be received by the 15<sup>th</sup> day of the current month for processing to start the following month.

**PLEASE RETAIN FOR YOUR RECORDS**

**Preauthorized Electronic  
Assessment Payment Services**

**What:**  
ACTIONVEST MANAGEMENT CORP. through Community Association Banc offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

**How:**  
The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 5<sup>th</sup> and 10<sup>th</sup> day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

If you have questions or need further information, please call our Homeowners Association experts at:

**617-783-8888, EXT. 225**  
**BERNIE.MCDONALD@ACTIONVEST.COM**

**Preauthorized  
Electronic  
Assessment  
Payment  
Service Agreement  
and Disclosure  
Statement  
for Electronic Payment of HOA  
Assessments**

**To Enroll:**  
Read, complete and sign the attached Preauthorized Electronic Assessment Payment Services Authorization card. Attach a voided check to the authorization card and mail to:

**ACTIONVEST MANAGEMENT CORP.**  
1667 COMMONWEALTH AVENUE  
BRIGHTON, MA 02135