

## **How Do I Pay My Assessment?**

### **Mailing a Check**

Mail Regular Payments  
To: Your Association's  
Name C/O Property  
Management &  
Accounting, Inc.  
P.O. Box 55606  
Hayward, CA 94545

Your check must be made payable to the name of your Association. Include your owner account number which is listed on your statement. Payments are due on the 1<sup>st</sup> of the month. They must be received, processed, and posted by Fremont Bank by the 23<sup>rd</sup> of the month to avoid late fees. Please do not remit payments to our Livermore office, as this will cause further delays in processing.

### **Your Personal Online Banking or Bill Pay System**

If you use your own bank's Online Bill Pay System to pay assessments, make sure that the payee/biller name, address, and account number are accurate. The payee/biller name must be the name of your Association. You must also include your owner account number. Your owner account number can be found on your statement or payment coupon. Your online banking payment may not happen as an immediate electronic transfer of funds. Please allow 7-14 business days for mailing.

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