



**287 E. Fountain Blvd. Suite #300  
Colorado Springs, CO 80903  
T: 719-313-1355 F: 719-344-8733**

### **Payment Options for Homeowner Dues**

#### **Check or Money Order**

Simply mail your payment to Priority Property Management - PO Box 173310, Denver, CO 80217. Your payment should **always** be made payable to your **Association** and include your ten digit account number (the nine digit account number with a 1 added at the end; 1234567891) on the payment.

#### **ACH (Automated Clearing House Direct Payment)**

ACH is a free service to pay your assessments on a "per assessment" basis. ACH debits your **Association** dues automatically from your checking or savings account. To sign up for ACH, complete the authorization form on the back of this page and return it to our office with a voided check. Payments will be *initiated* for withdrawal on the 7<sup>th</sup> day of each month (or next business day) for the current assessment amount. **Form on back.**

#### **Coupon Book**

Coupon books are ordered upon request. Please send your request to [PPMCares@prioritypm.net](mailto:PPMCares@prioritypm.net) and include your name and property address. Please make your check payable to your **Association** (not to Priority Property Management) and include your ten digit account number (the nine digit account number with a 1 added at the end; 1234567891) on the payment.

#### **Online Bill Pay via Your Personal Bank**

Please make your payments payable to your **Association**, include your ten digit account number (the nine digit account number with a 1 added at the end; 1234567891), and use the address information listed above. Online Bill Pay should be thoughtfully scheduled to ensure there is ample time between the bank sending the payment and the **Association's** receipt of the payment each month. Check with your specific bank to be familiar with their processing timeline and policy. Don't forget to update your payment if your assessment rate increases annually!

#### **Credit Card Payment**

Via Pay Lease, this can be accessed through the homeowner portal or through [www.PayLease.com](http://www.PayLease.com) directly. *Pay Lease* charges a convenience fee for each transaction posted through *Pay Lease* with a credit card.



## AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS

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I (We) hereby authorize \_\_\_\_\_ **Association**, to initiate debit entries to my (our)  Checking  Savings (select one) account indicated below and the depository named below to debit same to such account. (*Payments will be processed on the 7<sup>th</sup> day of each month or the next business day*).

Month/year for payments to begin: \_\_\_\_\_ Payments consist of the monthly/quarterly/annual assessments only. Fines and Special Assessments etc. will not be drafted; these payments must be made in an alternate manner.

### **DEPOSITORY**

Name of Financial Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_

This authority is to remain in full force and effect until \_\_\_\_\_  
(Name of HOA)

and the DEPOSITORY has received written notification from me (or either of us) of its termination, giving a reasonable opportunity to act on it (at least 14 working days prior to the next scheduled withdrawal).

Name(s): \_\_\_\_\_ ID No. (Office Use): \_\_\_\_\_

Property Address \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signed:** \_\_\_\_\_

**\*\*Please attach a voided check to this form\*\***

**Return to:  
Priority Property Management  
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