



Associated Property Management  
of the Palm Beaches, Inc.

## **OPTIONS FOR PAYING YOUR MAINTENANCE FEES**

### **BANK LOCKBOX**

Payments are mailed to a bank lockbox for processing. Processing occurs daily. Homeowner's accounts are credited at APM usually one day after they are received by the bank lockbox.

### **ON-LINE PAYMENT**

Homeowners can go to the APM website (assocpropmgt.com) or call 1-866-289-5977 to pay their assessment by Visa, MasterCard or Discover. Additionally, owners can pay via their standard checking account using e-Checks. There is a \$9.95 transaction fee for either method. Should you set up an automatic recurring e-Check payment, the fee is only \$2.00 per transaction. You will be required to create your Log-in information to use this payment method.

### **ELECTRONIC FUNDS TRANSFER**

This method authorizes APM to withdraw funds from the owner's checking account to pay their assessment. An authorization form from the homeowner is required for this. Funds are withdrawn/debited from the owner's checking account on the fifth (5<sup>th</sup>) day of the payment month. The amount to be withdrawn is based on the Association's approved annual budget. Special Assessments will not be withdrawn as they are not recurring. This authorization will remain in effect until the homeowner notifies APM otherwise.

### **ON-LINE BANKING**

The homeowner uses his/her bank on-line service to make their payment. Payment must be remitted to the proper lockbox address and must include the owner's assigned account number in order for payment to be posted to their account.

***Contact us if you have any questions about these options.***

[www.assocpropmgt.com](http://www.assocpropmgt.com)

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