



Date: January 2022  
From: Cabrera Property Management  
To: All Owners  
**Re: Options for paying Condominium Fees/Assessments**

Coupon Books should have been turned over to you at settlement or a fee charged to the seller for reprinting of coupon books. Renewal coupon books are sent in December every year.

To assist you, we are very happy to offer these three (3) user friendly payment options.

**Options 1 :** With your Internet browser, visit the sites listed below to make a payment by Credit Card or eCheck. A *Community Association Banking Online Payment* guide on “How To Make a Payment” has also been provided. (bank fees apply)

1. To pay by Credit Card or ECheck use <https://propertypay.cit.com/>

**Option 2:** Mail your payment by simply placing your **CHECK AND COUPON** in the envelope that will be provided with your coupon book, put a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Also, allow a few extra days for the mail to be received at our lockbox facility. **Please make checks payable to your association NOT the management company, and make sure your account number is on your check.** You will need to write separate checks for reserve and operating payments, **do not** combine payments in one check.

**Option 3:** Use Bill Payment services provided through **YOUR banks online banking** product (if available). When selecting this method of payment you must list **the Name of your Association, c/o [Name of Management Company], property account number, (listed on your coupon book) P.O. Box 52364 Phoenix, AZ 85072-2364** as the address for your payment. It is very important you list your complete account number, as it appears on your coupon.

If paying on-line without a coupon you will need this information: Reach out to Mgmt Co if you do not know this information, also listed on your coupon.

Account number is \_\_\_\_\_(and your unit number)\_\_\_\_\_

Management ID is 8074

Property/Association ID is \_\_\_\_\_

We hope you share our enthusiasm about the payment options available to you. We appreciate the opportunity to support your needs and look forward to providing you value added services in the future.

If you have any financial questions, please contact Tami Bradley, Property Management Financial Administrator at [tami@cabreracompanies.com](mailto:tami@cabreracompanies.com) any other questions should be directed to the appropriate person (see attached CPM contact list)

Sincerely,  
*Don Cabrera*

