



**Date:** 2026

**From:** Cabrera Property Management

**To:** All Owners

**Subject:** Payment Options for Condominium Fees and Assessments

Each December, renewal coupon books are mailed to all owners. To make paying your condominium fees and assessments easier, Cabrera Property Management offers the following **three convenient payment options**:

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**Option 1: Online Payment (Credit Card or eCheck)**

You may submit payments online using a credit card or eCheck (bank fees may apply).

Payment Website:

<https://propertypay.firstcitizens.com/guest/#/guestpayment>

Step-by-Step Instructions:

[https://scribehow.com/shared/Completing\\_a\\_Payment\\_Using\\_eCheck\\_or\\_Card\\_poOtn\\_VdQjCfVEfuxjmrZw](https://scribehow.com/shared/Completing_a_Payment_Using_eCheck_or_Card_poOtn_VdQjCfVEfuxjmrZw)

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**Option 2: Mail Payment (Using Coupon Book)**

Mail your payment by placing your **check and payment coupon** in the envelope provided with your coupon book.

Please note the following important guidelines:

- Do **not** use staples or paper clips
- Do **not** fold payment documents
- Do **not** include multiple checks in one envelope
- Allow additional mailing time for delivery to the lockbox facility
- Make checks payable to **your Association** (not Cabrera Property Management)
- Include your **account number** on your check
- Submit **separate checks** for operating and reserve payments (do not combine payments)

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**Option 3: Online Bill Pay Through Your Bank**

Most banks offer an online bill pay service that allows you to send payments electronically.

When setting up your payment, please include:

**Payee:** Association Name, c/o Cabrera Property Management

**Account Number:** (as listed on your coupon book)

**Mailing Address:**

P.O. Box 52364

Phoenix, AZ 85072-2364

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**Important Information for Payments Without a Coupon**

If submitting a payment without a coupon, please include:

**Management ID:** 8074

**Account Number:** \_\_\_\_\_

**Property / Association ID:** \_\_\_\_\_

(These numbers appear at the bottom of your coupon.)

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We appreciate the opportunity to serve your community and hope these payment options provide flexibility and convenience.

If you have any financial questions, please contact:

**Tami Bradley**  [tami@cabreracompanies.com](mailto:tami@cabreracompanies.com)

Sincerely,

*Don Cabrera*

Owner

Cabrera Property Management