

# Assessment Payment Options

Together with Community Plus, the community association division of North State Bank, we are pleased to offer three ways to pay your assessment.

## 1. ACH (Recurring automatic debit)

- Your assessment will automatically be debited from your checking account each time an assessment is due.
- If you select this method of payment, please complete an Automatic Draft Authorization form and mail with a voided check to York Properties, Inc., Attn: Accounting, 2108 Clark Avenue, Raleigh, NC 27605.
- The Automatic Draft Authorization form is below and must be turned in by the 15th of the month prior to when you want the draft to begin.

## 2. Online Payment Service by eCheck or Credit Card

- One time and recurring options are available.
- You may set up a one time or recurring payment using eCheck, MasterCard, American Express, Visa, or Discover. Please note that eCheck payments incur a \$1.99 processing fee per transition and credit card payments incur a fee of 3.24% per transition. The fees are charged by the processor and not the management company.
- In order to use one of these options, begin by clicking “Find My HOA” at the top of our home page. You will need to search for your association and then register on your association’s website. Choose either “One Time Assessment for Credit Card or eCheck” or log into “Recurring Assessment Payment.” Please note that the bank charges a fee for this service. (The charge is noted on the website.)
- If you would like to set up a recurring assessment payment using a bill pay service other than your community’s website, you will need to obtain your association account number by contacting the York Properties Staff Accountant who works with your association.

## 3. Lockbox Service

- If you don’t select the ACH draft, our office will automatically put you on the list to order a coupon payment book unless your association provides statements. Until you receive the coupon payment book, please mail your check to PO Box 97545 Raleigh, NC 27624-7545.
- Once you receive and start making payments with the coupons, please make sure to make your check payable to your homeowner’s association. Be sure to include your homeowner account number on the check and mail it to the address listed on the coupon.

Payments are not accepted at the York office.

If you have any questions, please contact the York Properties office at 919-821-1350 and ask for the York staff accountant who works with your association.



### Automatic Draft Authorization

This fully completed form must be received at the YORK PROPERTIES, INC. ("York") office no later than the 15TH day of the month before the month you have chosen to start your draft. Your account must be current to enroll in automatic draft. To view your account, go to yorkproperties.com, and click "Find My HOA." You will need to register if you have not already done so.

DRAFTS ARE PROCESSED ON THE 5TH OF THE MONTH OR THE NEXT BUSINESS DAY. OLD PROVINCE AND BENT CREEK WILL BE DRAFTED ON THE 15TH.

- I hereby authorize York to draft my bank account on behalf of my homeowner association.
- I agree that York shall be fully protected in honoring any draft drawn in accordance with these instructions. I agree that York's rights and treatment of such drafts shall be the same as if the draft were a personal check signed by me.
- I understand only the amount of my current association fees and any special assessments will be deducted from my bank account indicated below. I understand that the authorized draft amount is subject to change periodically. Re-enrollment will not be required each year.
- This authorization will remain in effect until York receives my written notice of cancellation.
- All drafts authorized hereunder shall be applied to your account in accordance with the payment application policy in effect with your association.

### COMPLETE THIS SECTION

Association Name: \_\_\_\_\_

Homeowner Name: (please print): \_\_\_\_\_

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

Preferred Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Bank Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Draft Amount: \$\_\_\_\_\_ Month to Start Draft: JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

### I UNDERSTAND THAT MY DRAFT CANNOT BEGIN UNTIL MY ACCOUNT IS CURRENT AND THIS COMPLETED FORM AND A VOIDED CHECK HAVE BEEN RECEIVED BY YORK PROPERTIES, INC.

Please Note: If any attorney's fees, fines, late charges or other charges are added to your account, all payments will be applied to those charges first before being applied to the monthly assessment. This authority is to remain in effect until the depository has received written notice of termination and has been provided a reasonable opportunity to take action. The depository customer has the right to stop payment of debit entry by notifying the depository prior to charging the account. If the organization initiates an incorrect debit entry to the customer's account, the customer shall have the right to ask the depository to credit the amount from that entry to the account. To obtain proper credit to the account the customer shall have fulfilled the following conditions: Notify the depository in writing of the incorrect entry within fifteen calendar days following the date the customer received the statement of account or a written notification of that entry or 60 calendar days after posting, whichever comes first.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### PLEASE SEND AUTHORIZATION BACK WITH A VOIDED CHECK TO:

York Properties, Inc.  
Attn: Accounting  
2108 Clark Avenue  
Raleigh, NC 27605

ar@yorkproperties.com | phone 919.821.1350 | Fax 919.828.9240

### FOR OFFICE USE ONLY:

Start Date: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Cancellation Date: \_\_\_\_\_

Cancellation of draft will be attached when received by owner.