

PAYMENT INFORMATION

Payment of assessments shall not be deemed to have been made until it posts into your Resource association account. Therefore, delivery of payment shall be made by each unit owner by any of the alternative means stated below:

AUTOMATIC DEDUCTIONS:

We have enclosed an "Auto Debit Authorization" form [located inside the coupon booklet] which will enable you to automatically have your maintenance fee deducted from your bank account (this procedure will be supplied by the bank at no charge). Please complete the form and return it no later than *the 20th to be effective the following month*. You may indicate what month you would like the deduction to start on the application. This auto-draft will continue until we receive written notice of cancellation from you. All Resource ACH forms can be found on the Resource website.

COUPON BOOKLET:

If you wish to pay monthly with your own personal check, please contact our office (727) 581-2662 to order a payment coupon booklet so one can be mailed to you. One is not automatically order with the transfer of ownership.

CREDIT CARD or E-CHECK PAYMENTS:

You may make credit card payments (for a 3.25% service fee) or e-check payments (for \$1.99 fee) at the RPM web site; www.resourcepropertymgmt.com > Resident Services > select "maintenance fee options">select 'Register'. You will need to register to create an account. Be sure to have your property address, and Resource account number. If you do not have this information call (727) 581-2662 accounts receivable department and they can assist you. Once you have successfully registered your email address and received the temporary password, go back to the Resource website and click 'login' instead of 'register'. Once you have successfully accessed your account you can set up 'ONE TIME' payments or 'REOCCURRING' payments. Call our office if you need assistance or have any questions.

ON-LINE BANKING:

In the event you bank on-line with your own U.S. Financial institution, please be aware that on-line payments should be made payable to your association, not Resource and mailed directly to: **PO Box 25237, Tampa, FL 33622-5237. You must indicate your Resource account number as your account number on the check, to ensure proper credit.** If you need assistance with this please call our office and we will assist you.

POST DATED CHECKS:

We have received notification that all U.S. Financial Institutions will process **ALL** (including post dated) checks upon receipt, **DO NOT send post dated checks for maintenance fees to the PO Box.** For a small \$25.00 fee, Resource Management will hold and process your post dated checks monthly, as they become due. Please **mail them directly to the Seminole Office** address: 7300 Park Street Seminole, FL 33777, along with your coupon booklet (if available) and **a separate check for \$25.00 made payable to: Resource Management to cover administrative/processing fees.**