

**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 means stated below:**

**AUTOMATIC DEDUCTIONS:**

We have enclosed an “Auto Debit Authorization” form which will enable you to automatically have your maintenance fee deducted from your bank account. This payment option is offered by the bank at no charge. Please complete the form and return it no later than the 20<sup>th</sup> 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. The Resource ACH cancellation / change form can be found on the Resource website at [www.resourcepropertymgmt.com](http://www.resourcepropertymgmt.com).

**COUPON BOOKLET:**

If you wish to pay monthly with your own personal check, please contact our office (727) 581-2662 after your closing to order a payment coupon booklet so one can be mailed to you. One is not automatically ordered 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 Resource web site; [www.resourcepropertymgmt.com](http://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 ready. 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 West Hampton (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.

PLEASE CONTACT YOUR MANAGEMENT TEAM WITH ANY QUESTIONS...

**RESOURCE PROPERTY MANAGEMENT, INC**  
**(727) 796-5900 General Inquiries**  
**(727) 581-2662 Accounts Receivable**