



PAYMENT INSTRUCTIONS - CIT BANK

For the convenience of our homeowners we offer the following options to pay your assessments:

1. Credit Card or E-Check

- **Visit PropertyPay.CIT.com** using Google Chrome, Internet Explorer or any other web browser. This will take you directly to the CIT payment site.
- **Setup your online account** by clicking Sign Up or login if you have already registered. You can register using your **Property Address** or the **Property IDs**.
- **To use Property IDs**, you will need the following information:

Management ID – 2574

Association ID – *Listed on coupon/statement or in email*

Property/Account# – *Listed on coupon/statement or in email*

- **Setup Recurring or one-time payments.**

Note: There is a bank processing fee for any payments made by credit card.

2. Check, Money Order or Bill Pay: All made payable to your Association's Name.

- **Mail your payment to P.O. Box 66035, Phoenix, AZ 85082**
- **For Bill Pay use complete lockbox address**
- **Include your Property/Account# on your check, money order or Bill Pay** to ensure your payment is processed the day it is received.

Note: If you mail your payments to the lockbox, please do not include any correspondence other than your payment and coupon as the bank does not forward anything included with your payment, and therefore, we will not receive it. Payments that do not include your property/account# can take an additional 3 business days to process and may result in late fees being automatically incurred.

If you need assistance with registering or resetting your password, please contact Mutual of Omaha customer service at 866-351-5646 or by email at service@mutualpaypropertypay.com. If you have questions for the Access Management Team, please contact us directly at 407-480-4200 or via email at accounting@accessdifference.com.

Sincerely,

Your Access Management Team