

Sutton Park Condominium

Assessment Fee Payment Options

Sutton Park Condominium utilizes Alliance Association Bank (AAB) for all Payments. AAB specializes in banking for Homeowners Associations and Condominiums. This allows you as the homeowner a wide range of options for making Homeowners Association assessment payments. All payments are made directly with the bank to provided efficient and secure service. **We no longer accept payments in our office. If you own multiple units, you must send in separate payments for each unit.**

- 1) Online Options: (See detailed instructions #1 if you would like to use any of these options.)
 - a) Pay by Direct Debit online: Homeowners can have assessments taken directly out of their accounts each month, for free. Since it's automatic, homeowners won't have to worry about remembering to make payments.
 - b) Pay by eCheck online: Homeowners can make a one-time or reoccurring automatic assessment payment with just a few clicks. Payments made with eCheck will take up to four days to process.
 - c) Pay by Credit Card online: AAB's secure, convenient HOA assessment payment service accepts Visa®, MasterCard®, American Express® and Discover® Card, with minimal fees. Payments made by credit card may take up to five days to process.
- 2) Pay by Mail: (See detailed instructions #2 if you would like to use this option.) Homeowners can write checks for assessment fees and mail them to AAB's Lockbox center, where they will be quickly processed and deposited.
- 3) Pay by Automatic Bill Pay with Your Personal Financial Institution: (See detailed instructions #3 if you would like to use this option.) Homeowners can set up automatic payments with their personal financial institution.

Detailed Payment Instructions

1. Online Payments or Scheduled Automatic Withdrawal Payments:

Here is a link to make payments online or with scheduled automatic withdrawal:

<https://pay.allianceassociationbank.com/Home?cmcid=DC41AA2C>

Management Company ID – 7824

Association ID - sutton

Account Number – This will be the account number that is unique to your unit, the format is simply your 3 digit unit number. If your unit number is only 1 digit, please add 2 zeros in front of it. **For example, if your unit number is 9, you will use the account number 009.**

****If you have technical issues setting up your online account or payments, please contact Alliance Association Bank Online Technical Support at (844)739-2331.**

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2. Payments by Mail with a Check:

If you would like to use the US Postal Service, checks for the Association fee must be payable to **Sutton Park Condominium**. For prompt and accurate processing, please be sure to **include your Association ID and your Account Number on the check in the memo line**. For example, unit 9 would write: **sutton-009** on the memo line.

Association ID - sutton

Account Number – This will be the account number that is unique to your unit, the format is simply your 3 digit unit number. If your unit number is only 1 digit, please add 2 zeros in front of it. **For example, if your unit number is 9, you will use the account number 009.**

All checks should be mailed to address:

**Sutton Park Condominium
P.O. Box 95903
Las Vegas, Nevada, 89193-5903**

3. Payments with your personal financial institution:

If you utilize your personal financial institutions online bill pay system, please do the following:

1. Create a **New Payee** for your payments using the mailing address listed below.

**Sutton Park Condominium
P.O. Box 95903
Las Vegas, Nevada, 89193-5903**

2. When asked for your **Payee Account Number**, please enter your Association I.D and your Account Number. **For example, unit 9 would use the Payee Account Number: sutton-009**

Association ID - sutton

Account Number – This will be the account number that is unique to your unit, the format is simply your 3 digit unit number. If your unit number is only 1 digit, please add 2 zeros in front of it. **For example, if your unit number is 9, you will use the account number 009.**

****Please note: if you set up automatic payments with your personal bank they are sent by mail ****

If you own multiple units, you must send in separate payments for each unit.