

Charlotte Square Townhomes, HOA, Inc.

Assessment Fee Payment Options

Charlotte Square Townhomes utilizes Western Alliance Bank (WAB) for Monthly Assessment Payments. WAB 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 provide efficient and secure service.

- 1) Online Options: (See detailed instructions #1 if you would like to use any of these options.)
 - a) Pay by eCheck online: Homeowners can make a one-time payment or set up automatic payments with just a few clicks utilizing their bank's checking account information, for free.
 - b) Pay by Debit Card online: Homeowners can make one-time payments with their Debit cards. An additional minimal fee may apply, subject to change by the Bank.
 - c) Pay by Credit Card online: WAB's secure, convenient HOA assessment payment service accepts Visa®, MasterCard®, American Express® and Discover® Card, with minimal fees – subject to change by the Bank. Payments made by credit cards 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 WAB'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 directly through 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.westernalliancebank.com/Home?cmcid=DC41AA2C>

Management Company ID – 7824

Association ID - charsq

Account Number – This will simply be your 2-digit unit number. For example, 60 Charlotte Street would use the account number, **60**.

If you have technical issues setting up your online account or payments, please contact Western Alliance Bank 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 **Charlotte Square Townhomes, HOA, Inc.** For prompt and accurate processing, please be sure to **include your Association ID and your Account Number on the check in the memo line.**

Association ID - charsq

Account Number – This will simply be your 2-digit unit number. For example, 60 Charlotte Street would use the account number, **60.**

**** If you own multiple units, you must send separate payment for each unit you own.**

All checks should be mailed to address:

Charlotte Square Townhomes, HOA, Inc.

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:

Charlotte Square Townhomes, HOA, Inc.

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, 60 Charlotte Street would use the payee account number **charsq - 60.**

Association ID - charsq

Account Number – This will simply be your 2-digit unit number. For example, 60 Charlotte Street would use the account number, **60.**

PLEASE NOTE:

- If you set up automatic payments with your personal bank, they may send them by mail.
- If you own multiple units, you must send in separate payments for each unit.
- Any changes to your payment amount or bank account information must be updated by the homeowner. Realty Performance Group does not have access or the authorization to carry out such actions.