

HOW WOULD YOU LIKE TO MAKE YOUR PAYMENT?

It is important for assessment payments to be made to your Association on time. GRG Management, Inc. offers several options to choose for making your HOA payment(s).

PLEASE NOTE: It is the Owner's responsibility to allow ample time to drop off or mail all monies due BEFORE the delinquency date. As a courtesy only, invoices or statements for regular assessments may be regularly sent to an Owner by first-class mail addressed to the Owner at his or her address as shown on the books and records of the Association. It is the Owner's responsibility to be aware of the assessment payment due dates and to pay any and all assessments when due, whether or not an invoice or statement has been received.

You may choose one of the following available options:

1. **"ACH" AUTOMATIC WITHDRAWAL:** Request, Complete, and Return an ACH Enrollment application. Once received and processed you will receive confirmation of enrollment. Your account will be debited automatically on or about the 6th for an amount equal to your monthly assessment. **NO MORE CHECKS, ENVELOPES OR STAMPS! AVOID LATE FEES!**
2. **MAIL YOUR PAYMENT:** Send your coupon or statement stub along with your check to the address below. Allow adequate time (7 to 10 days) for the payment to be received and processed. Payments must be "**received**" by the due date designated by your Association.

Make all payments (checks/bill-pay) payable to your Association (not GRG Management)

**Payment mailing address:
c/o GRG Management, Inc. – PPBI
PO Box 51428
Los Angeles, CA 90051-5728**

For accurate and timely processing, the following information MUST be included on all checks:

- Owner Name
- Association Name
- Account Number (found on your coupon or statement)

3. **USE YOUR BANKS BILLPAY SERVICE:** Set Up your Association as a Payee through your bank. Please be advised that most banks still issue a physical check on behalf of their customers enrolled in bill pay. Please allow sufficient mailing time to ensure receipt of your payment BEFORE the due date.

****BANK BILL-PAY CUSTOMERS ARE RESPONSIBLE FOR ENSURING THEIR BANKS HAVE THE CORRECT PAYEE INFORMATION FOR SENDING PAYMENTS ON THEIR BEHALF.**

***** Please be advised: Payments received that do not include the proper information may be rejected. GRG Management and/or your Association will not be responsible for fees incurred due to delays caused by inaccurate payment information.**

4. **DELIVER YOUR PAYMENT TO OUR OFFICE:** Payments are accepted during regular office hours ONLY. There is no After Hours drop box available.