

**We have several methods of paying your monthly maintenance fees, please read the information below and be sure to update your payment method.**

**Option 1. Online Payments through your Community Website**

Make payments via eCheck or card online at [www.regencymanagementgroup.biz](http://www.regencymanagementgroup.biz). Click on "Community Websites " and create an account or log in if you are already signed up. Through your community website, you can make payments, access your account live, view account information and payment history, and access all other forms, documents, and information pertaining to your community.

**Option 2. Mutual Pay Property Pay Website and/or Mobile Application Payments**

Set up recurring payments online through [www.mutualpaypropertypay.com](http://www.mutualpaypropertypay.com) by creating an account. You can also download the app from [Google Play™](#) or the [App Store](#) - search for Property Pay. When utilizing these two options, you will need the Management ID: 8078 Association ID: 340 and your account number.

**Option 3.**

Mail your payment by simply placing your CHECK AND COUPON in the envelope provided, put a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Also, please allow a few extra days for the mail to be received at our lockbox facility.

**Option 4. Bill Payment Services Through Your Bank**

Use bill payment services provided through your bank's online banking product. When selecting this method of payment, you must list the following as the address for your payment:

**Name of your Association**  
**c/o RMG, Regency Management Group Inc.**  
**Property Account Number**  
**P.O. Box 98075**  
**Phoenix, AZ 85038-8075**

It is very important you list your complete account number, as it appears on your coupon.

**Option 5.**

ACH (Automated Clearing House): To select this option, please contact us to obtain an authorization form which will authorize us to process your assessment payment via an electronic ACH transaction. Your payment will be automatically withdrawn from the bank account as specified on the ACH authorization form.

**We hope you share our enthusiasm about the payment options available to you. We appreciate the opportunity to support your needs and look forward to providing you value added services in the future.**

If you have any questions, please contact our Accounts Receivables Department at [accounting@regencymanagementgroup.biz](mailto:accounting@regencymanagementgroup.biz) or you can contact you Community Manager at [rclayton@regencymanagementgroup.biz](mailto:rclayton@regencymanagementgroup.biz)