



Dear Homeowner:

Please allow us to take this opportunity to inform/remind you of the multiple choices you have when paying your Association maintenance fees to Pegasus Property Management. We feel these choices are an effective way to be sure your fees are paid on time.

1. **Sign up for Auto Pay.** After completing a simple form and returning it to Pegasus, you will no longer need to worry about your payments. We will automatically take the payment on or around the 5th of each month/quarter, depending on the due date.

2. **Pay by check.** You can mail your payment directly to your Association bank account by sending it to: Association Name

c/o Valley National Bank

PO Box 26109

Tampa, FL 33623-6109

Be sure to include your Pegasus account number in the memo portion of your check or mail with the coupon you received with your statement.

3. **Sign up for Bill Pay through your Bank.** The bank will send a check to the Valley National Bank address listed above. Again, be sure to include your Pegasus account number in the memo portion of your check.

4. **Pay by credit/debit card online through your Web Portal.** Log in to your web portal. On the left screen, click on E-Pay. Click on New! Pay assessments by credit card. Follow the directions on screen. Please note that there is a third party service fee for paying online.

5. **Pay at Pegasus Property Management.** This is a last resort option. Payments mailed to or dropped off at Pegasus will be processed but it could take longer to post to your account as it will be done manually by staff. We would prefer you use one of the other 4 options available to you.

We hope this information helps you in making your Association payments. Please feel free to contact us with any questions.

Sincerely,

The Pegasus Property Management Team