



Re: Direct Payment, E-Checks, and Credit Card Payments

Dear Co-owner:

MPM is pleased that we offer to all of our customers' direct withdrawal, e-check payments, and credit card payments for your condominium association dues.

Direct Payment

This is a process where the Association's bank will automatically withdrawal your monthly dues from your personal checking or savings account. In order for this procedure to occur the enclosed form must be filled out and returned to our office.

The following must be adhered to or understood by each individual who participates in this service.

1. The form must be completely filled out in order to process.
2. The form must be signed.
3. Money will be transferred the first business day of every month.
4. Notice of cancellation must be made one month in advance.
5. A fee of \$25 will be charged from the Association for non-sufficient funds.
6. Necessary numbers that must be filled out in order to process direct withdrawal.
 - a) Routing number (first group of numbers on the check) consists of exactly nine numbers. You may contact your bank for their routing number.
 - b) Checking account number (second group of numbers on the check) or Savings account number.
 - c) You may enclose a voided check (no deposit slips)
7. If the monthly Association dues increase, your direct withdrawal will be adjusted accordingly.
8. **You will receive a post card in the mail within 60 days detailing the month your direct withdrawal will begin.**
9. If the Association has a general assessment you *will not* be able to utilize direct withdrawal for the general assessment payment. Your monthly dues are the only fees which may be automatically withdrawn.

E-Checks or Credit Card Payment

Simply go <https://propertypay.firstcitizens.com/>. The following offers the option to schedule a onetime payment or payments on a monthly, quarterly, or annual basis. The ability to manage payment and property information through a personal homeowner profile. Access to transactions for up to 13 months when you create a user profile. It is helpful to have your coupon book to fill in the blanks. Payments by e-check are no charge and payments made by credit card are charged a convenience fee of 2.95 % for each transaction based on the amount.

Should you have any questions regarding this matter, please feel free to contact Karry at (586) 566-8100 x225.

Sincerely,
Metropolitan Property
Management, Inc.