

PAYING YOUR MONTHLY ASSESSMENT

All HOA payments are due on the **first** of each month.

There will be an 8% late fee assessed after the grace period of 10 days.

PAYMENT OPTIONS

There are several different ways that you can make your monthly assessment payment.

DIRECT DEBIT:

- Sign up for Direct Debit payments (ACH). This form is included in this packet or it can be downloaded from our website at www.countryside-va.com. Payments are processed on or about the 10th of each month. Please include a **voided check** with the completed form.

BY MAIL:

- Mail a check to the address listed on your coupons. Please write your CountrySide **account number** in the memo portion of the check.
 - **PAYMENT ADDRESS:** CountrySide Proprietary, c/o PMP, PO Box 62678, Phoenix AZ 85082
- Use your bank's online bill pay. Mail to the address on your payment coupon. Include your CountrySide **account number** on the check.
- NOTE: Mail payments so that they are **received** by us by the **10th** of the month. Payments received **after the 10th** will be considered late.

IN THE OFFICE:

- Come to the office located at 2 Pidgeon Hill Drive, Suite 560, Sterling, VA 20165. **We accept cash or checks** (no credit cards). The office is open from 8am to 5pm, Monday through Friday.

ONLINE:

- Make an online payment via e-check or credit card by logging onto our bank's website at <https://cabpayments.mutualofomahabank.com>. Please note that the following information is required to make a payment online:
 - **Management Company:** Property Management People
 - **Management Company ID:** 7047
 - **Association Name:** CountrySide Proprietary
 - **Association ID:** 000065
 - **Account #:** located on your coupon

Click on "**Pay Assessment**" (bottom right). Payments made by credit card are assessed a **convenience fee**.

If you have any questions regarding your assessment payment, please contact us at (703) 430-0715 or by email at reception.cside@pmpbiz.com.