



October 2022

Dear Homeowner,

Enclosed you will find your new maintenance coupon booklet and a copy of the budget approved by the Board of Trustees for the 2022-2023 fiscal year. **Your maintenance fee will be increasing by \$15 starting November 2022.**

Please note your **LOCKBOX ADDRESS:**
Cotswold
C/O Association Advisors NJ
PO Box 98072
Phoenix, AZ 85038-8072

On the following page, you will find a list of convenient payment options provided to you.

For inquiries, including questions relating to the administration, operation, accounting, or management of your community, please contact Association Advisors NJ at 732-294-8882. Please do not send any correspondence to the lockbox address.

Cordially,

Association Advisors NJ
Managing Agent for Cotswold

Payment Options

1.) ACH Direct Debit

- (Form Enclosed)- Forms received prior to the 25th of the month will be effective for the following month's maintenance payment.
- PLEASE NOTE: Homeowners already participating in ACH Direct Debit through Association Advisors NJ will continue to have their maintenance fee deducted on the 4th of each month and do not need to take any action if this their preferred method of payment.

2.) Coupon Remittance (U.S. Mail)

- Please allow up to five to seven (5-7) business days for mailing and processing.
- Your payment must be received before the grace period to avoid a late fee.

3.) Your Own Bank's Bill Pay

- Please allow up to five to seven (5-7) business days for mailing and processing.
- Your payment must be received before the grace period to avoid a late fee.

4.) Online Payment with CIT Property Pay (eCheck or Credit Card)

- Should you choose to utilize CIT Property Pay, simply log onto our website: www.associationadvisorsnj.com, click on "Payments" and follow the prompts.
- To sign up online through www.associationadvisorsnj.com, you will need the following information readily available:
 - Your Management ID: **8081**
 - Your Association ID: **138**
 - Your Property Account Number: **Located on the top-center portion of your coupon under "Account Number."**
- If you pay via credit card, CIT Bank will charge a 2.95% convenience fee. If you pay via mobile application, CIT Bank will charge a \$1.95 convenience fee.
- If you experience difficulties signing up on the website, please contact CIT Bank's Customer Service at 866-800-4656.

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

I (we) hereby authorize Association Advisors to initiate debit entries to my (our) Checking Account or Savings Account (select one) indicated below at the depository financial institution named below, and to debit the same to such account for the purpose of collecting assessments for my community association. I (we) understand that this debit will occur on or about the **4th** of each month in which assessment payments are due. If the **4th** falls on a non-business day (weekend or holiday), Association Advisors will debit your account on the next available business day. PLEASE ALLOW UP TO 2 (TWO) BUSINESS DAYS FOR YOUR DEBIT TO REFLECT ON YOUR BANK STATEMENT. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Bank/Depository Name: _____ Branch: _____

Routing Number (9 digits): _____ Account Number: _____

This authorization is to remain in full force and effect until Association Advisors has received written notification from me (or either of us) of its termination in such time, and in such manner, as to afford Association Advisors and your depository financial institution a reasonable opportunity to act on it.

My Association Is: _____

Name(s): _____
(Please print) (Please print)

Property Address: _____

Telephone Number: _____

Signature(s): _____

Date: _____ Homeowner Account#: _____

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

PLEASE RETURN FORM AND VOIDED CHECK TO:

**Association Advisors NJ
19 West Main Street
Freehold, NJ 07728
ATTN: ACCOUNTS RECEIVABLE**

Management Company Use Only: _____

Date Received: