

Chateau Country Club Townhomes - FAQ about Paying Assessments

Q: I plan to make my payments using a CHECK, what do I need to do?

A: Simply mail your check to Chateau Country Club Townhomes, c/o CMA, PO Box 66364, Phoenix, AZ 85082-6364. Checks should be made payable to Chateau Country Club Townhomes. The check **must include** the below identifiers in the **Memo** section of your check:

Management Company ID: 4096
Property Identification: CHT
Account Number: 5-digit # specific to your address (Account numbers below/attached)
Memo Example: 4096 CHT A cct# (Account Number Below/Attached)

Q: Can I make online payments through FIRST CITIZENS BANK ONLINE?

A: YES. First, visit the CMA website www.cmamanagers.com and choose the First Citizens Bank Online link from the Payments menu and create your account. Choose the option "Scheduled Payments", then under "Schedule Type", there are two options: choose "Fixed Amount". Should you have questions, you can contact First Citizens Bank at 866-800-4656 ext. 3 or servicepropertypay@firstcitizens.com. Set up information below:

Management Company ID: 4096
Property Identification: CHT
Account Number: 5-digit # specific to your address (Account number below/attached)

Q: Can I make a payment over the PHONE?

A: NO.

Q: I utilize MY BANK'S ONLINE BILL PAY service what do I need to do?

A: Inform your bank to make your check payable to Chateau Country Club Townhomes and send your payment to the following mailing address: Chateau Country Club Townhomes, c/o CMA, P.O. Box 66364, Phoenix, AZ 85082-6364. Your bank **must include** the below identifiers in the Memo section of your check:

Management Company ID: 4096
Property Identification: CHT
Account Number: 5-digit # specific to your address (Account number below/attached)
Memo Example: 4096 CHT Acct# (Account Number Below/Attached)