

**Smartstreet® Technology Platform Payment Options**

**Homeowner Association Services**

**PLEASE NOTE: There is no option to pay over the phone**

**eCheck Online Payment - Free**

**How it works:**

Set up a one-time or recurring payment using eCheck.

 **What to do:**

1. Login in to **www.hoabankservices.com**
2. Select the red **Online Payments**button on the left navigation bar
3. Choose the gray “**Sign-In, Pay as Guest or Register**” button and login.
4. Select your association and follow the instructions on the screen

**Credit Card Online Payment \***

**How it works:**

Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

 **What to do:**

1. Login in to **www.hoabankservices.com**
2. Select the red **Online Payments**button on the left navigation bar.
3. Click on the gray “**Pay as Guest**” button.
4. Select your association and follow the instructions on the screen

**\*There is a $14.95 convenience fee and a $5,000 maximum per transaction if you pay via a credit card.**

**Mail Check and Payment Coupon/Lockbox**

**How it works:**

Mail a check payable to your association and payment coupon 5 to 7 business days before your assessment due date.

 **What to do:**

1. Write a check payable to your homeowners association, as it is written on the coupon or statement,
2. Mail the check and payment coupon to the address listed on the coupon or statement.

**Important**: Write your homeowner account number on your check as it appears on the coupon or statement. If you do not know your account number, write the complete address of your home in the Association on the memo line. Payments have to be posted at the payment center on or before the due date to avoid a late fee-allow appropriate time for mail delivery.

**Your Bank’s Online Bill Pay**

**How it works:**

Set up your community association as a payee from your bank’s online pay system.

 **What to do:**

1. Please complete your bill pay setup exactly as follows:
* **Payee: Name of Association**
* **Address 1: c/o Berkeley Realty Property Management**
* **Address 2: P.O. Box 105007**
* **Address 3: Atlanta, GA 30348**

**Association Homeowner Account Number: \_\_\_\_\_\_\_\_\_\_ or complete address of your home in the Association**