

**LEVEL PROPERTY MANAGEMENT
METHODS OF PAYMENTS**

I - MAIL IN PAYMENTS

Payment Source:

Checking Account

Required Documents

All mail in payments must be accompanied by a payment coupon or statement remittance slip. Additionally, please include your property address or assessment account number on the memo line of your check or money order. Please never send a check, money order, or cashier's check without the "Payee" information completely filled in!

Check or money order must be mailed to:

(Your Association Name)

P.O. Box 64114

Phoenix, AZ 85082

II – OWNER'S BANK ONLINE BILL PAYMENT SERVICE (Electronic or Paper Check)

Payment must be payable to your Association's Name. Must note/reference your property account number and property address. If the bank is mailing a check, mail to P.O. Box 64114, Phoenix, AZ 85082. Electronic payments are arranged through the owner's bank.

III – AUTOMATIC PAYMENTS (ACH) – RECOMMENDED METHOD

Payments will typically come out of your account on the first business day of the upcoming month. Please complete the form (ACH Form) and mail in a voided check with the completed ACH form to Level Property Management to sign up on auto pay. The address for Level Property Management to mail in the ACH Form with a voided check is:

Level Property Management

Attn: ACH Form

8966 Spanish Ridge Ave. Suite #100

Las Vegas, NV 89148

To obtain an ACH form, call Level Property Management at 702-433-0149 or download the form through Level's website: www.levelprop.com – click to Pay Online, click to Automatic Payments, click to ACH-Enrollment Form.

IV – ONLINE PAYMENTS

Online payments are directed and processed through the Association's bank at Mutual of Omaha Bank. You can make a one-time payment by e-check or credit card. You can also set-up scheduled payments by e-check or credit card. A \$10 fee is charged on credit card payments.

To make an online payment, go to Level's website at www.levelprop.com

Click to PayOnline

Click to Online Payments – the below screen appears