



SUREPAY RECURRING PAYMENTS

Why should you choose Surepay Recurring Payments?

- It's **FREE!**
- If there should be an increase in your HOA Assessment, the amount will automatically increase
- It does not expire until you give Tri-City Property Management cancellation authorization

Surepay FAQs:

- **Q:** Do I have to send the Surepay Application and Voided Check in the mail?
A: You can either fax it to 480-844-2061, drop it off at our Corporate Office, or email to accounting@tcpm.net.
- **Q:** What happens if my bank account gets overdrawn or my Financial Institution refuses to honor the payment?
A: If ever you have insufficient funds or your Financial Institution refuses to honor the payment, your homeowner account will be charged a fee and a letter is sent to your mailing address on file to alert you of the uncollected funds. *(Surepay may be cancelled due to multiple returns, if the account is closed or payment is stopped)*
- **Q:** What if I want to cancel my Surepay or change the bank account information?
A: Both have to be done in writing. Follow the below steps to obtain the form to either cancel your Surepay or change the bank account information:
 1. Go to our website at www.tcpm.net
 2. Hover over the tab that says **Make a Payment**
 3. Click on **Surepay / ACH Form**
 4. Fill out the form and sign. Then you may either; fax it to 480-844-2061, mail to or drop it off at our Corporate Office, or email to accounting@tcpm.net.

Surepay Restrictions:

- **MUST** be a U.S. Financial Institution.
- If the Routing Number is not a 9 digit number, Surepay cannot be set up.
- Surepay Application must be received by the 25th for processing to start the following month.
(PLEASE CONTINUE TO MAKE YOUR HOA ASSESSMENTS UNTIL YOU RECEIVE A NOTIFICATION WITH AN EFFECTIVE DATE)
- If you have an unpaid balance on your account, Surepay will **NOT** be activated until that balance is paid in full
- **ONLY** the regular HOA Assessment will be withdrawn.
- Special assessment, insurance, fines, etc. is not included in the surepay unless authorized by the homeowner.



SUREPAY APPLICATION

Please specify what you would like to do:

- Sign up for Surepay, Effective Month: _____
- Change the bank account information for Surepay, Effective Month: _____
- Cancel Surepay, Effective Month: _____

Community Information (Please Print):

Community Name: _____ Account #: _____

Property Address: _____

Personal Information (Please Print):

First Name: _____ Last Name : _____

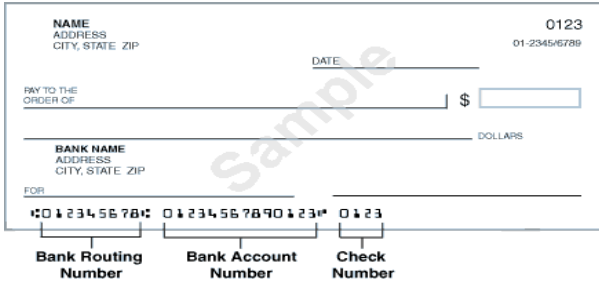
Mailing Address (if different from the property address): _____

Daytime Phone #: _____ Email Address: _____

Bank Account Information (You must have a U.S. Bank Account to sign up for Surepay):

Financial Institution (U.S. Only): _____

Account Type: Checking Account or Savings Account (must use routing number on a check, not a deposit slip)



Routing Number (must be 9 digits):

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Account Number:

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***Surepay Application must be received by the 25th day of the current month for processing to start the following month. (PLEASE CONTINUE TO MAKE YOUR HOA ASSESSMENTS UNTIL YOU RECEIVE A NOTIFICATION WITH AN EFFECTIVE DATE)**

I (WE) HEREBY AUTHORIZE TRI-CITY PROPERTY MANAGEMENT (DBA TRI-CITY) AND THE FINANCIAL INSTITUTION DESIGNATED ON THIS APPLICATION TO CHARGE THE ACCOUNT I HAVE SPECIFIED FOR PAYMENT OF MY REGULARLY SCHEDULED HOA ASSESSMENT (ie. Monthly, Quarterly, Semi-Annually, etc.) ON OR AROUND THE 10TH OF THE MONTH. THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECTIVE UNTIL TRI-CITY HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH A MANNER AS TO AFFORD TRI-CITY A REASONABLE OPPORTUNITY TO ACT ON IT. IN ADDITION, I UNDERSTAND THAT BOTH THE FINANCIAL INSTITUTION AND TRI-CITY RESERVE THE RIGHT TO CANCEL THE SUREPAY.

Signature: _____

Date: _____

ATTACH VOIDED CHECK WITH THIS SUREPAY APPLICATION AND MAIL TO OUR CORPORATE OFFICE:

Tri-City Property Management Services, Inc.
 % Corporate Office
 760 S. Stapley Dr.
 Mesa, AZ 85204