



## 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](mailto: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](http://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](mailto: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 25<sup>th</sup> 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- ONLY the regular HOA Assessment will be withdrawn.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 : \_\_\_\_\_

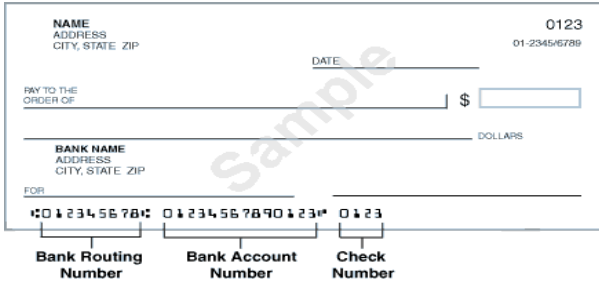
Mailing Address (if different from the property address): \_\_\_\_\_

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 25<sup>th</sup> 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 10<sup>TH</sup> 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