



Assessment Payment Options



Lockbox—Payments can be made by check or money order and mailed to the lockbox post office box (**P.O. Box 11983 Newark, NJ 07101**) with a payment coupon. Payment coupons are mailed to all owners that are not signed up for Automatic Debit at the beginning of each association's fiscal year. If an account is in collection or at the attorney the payment is sent to an exception queue by the lockbox provider, Klik, to be reviewed by FirstService Residential accounting staff for restrictive endorsements prior to processing.



Automatic Debit—Owners can sign up for the Automatic Debit Program with FirstService Residential directly (not the association). With this program, the owner authorizes the management company to withdraw the recurring assessment amount out of a bank account of their choosing (checking or savings) will occur during the first week of each month the Assessment is due (i.e. monthly, quarterly, etc.) via ACH transfer.



PayLease—Owners can logon to PayLease via the FirstService Residential website (www.fsresidential.com) or the association's FSRConnect page. Through PayLease, owners may make one-time or recurring e-check or credit card payments. The owner determines the amount they wish to pay, the frequency they wish to pay it, and the day of the month the payment is automatically withdrawn. PayLease processing fees apply for all credit card payments, as well as for one-time e-checks. Recurring e-checks are processed at no charge to the owner. PayLease payments take 72 business hours to process. A rush payment process of 24 business hours can be requested by the owner, at an additional charge.



E-Klik—Some owners may choose to pay their assessments using their own personal online bill paying service. FirstService Residential's lockbox provider, Klik, has partnered with several online bill pay service clearing houses, such as Fiserv and RPPS, to be able to receive these payments electronically, as opposed to via paper check. **There is a 72 business hour processing time for these payments.** If your financial institute does not work with one of our partnered clearing houses, your payment will be mailed to our lockbox as a manual check from your bank therefore processing time may be longer.

Reminder. Assessment payments should not be accepted onsite due to the fact they are processed as of the date of receipt at the bank or in the Accounting Department. Also, cash cannot be accepted at the FirstService Residential offices or at onsite offices for assessments or other income.