



Clover Key, Inc.
Community Association Management
110 Imperial Street
Merritt Island, FL 32952
Office: 321-735-7624

www.cloverkeyinc.com

E-Mail: Office@cloverkeyservices.com

RE: Payment Options

To Owners,

For your convenience, your monthly assessment payments can be made by one of the following methods. Please checkmark your preferred method and return to management at your earliest convenience to 110 Imperial Street, Merritt Island, FL 32952, or take a picture/scan and email to office@cloverkeyservices.com. You can submit your payment any time after June 1, no late fees will be charged in the month of June.

1) **We recommend setting up recurring, automatic payments online through Appfolio**

AppFolio is a software that allows you to pay your monthly maintenance fees online, allows you to put in maintenance requests, and allows you to put in architectural reviews at any time. You can even check your account balance at any time as well. All of this can be done through the AppFolio app or online website. This option is free to use when paying via "ECHECK" using your bank routing and account number. Please keep in mind online payment processing may take up to 3-5 business days, therefore all payments must be received by the due date to avoid late fees. **In order to set-up your AppFolio account, we will need your email address.**

_____ **Yes, I will sign up for online payments. My confirmed email address is:**

2) **Mail in Your PERSONAL Check and Coupon OR Banking Bill Pay** - You can mail in a personal check and coupon in an envelope to the PO Box indicated on the stickers in the back of the coupon book you request. You are responsible for mailing the payment in a timely fashion, so your payment is received and posted by the **due date** to avoid the late fee. If you want to submit your payment through your bank's bill pay system, you still must request a coupon book. There are important special instructions to follow. If you chose this option, there may be a delay in delivery of your book. No late fees will be charged in June, submit your payment as soon as you receive the book.

The cost for the coupon booklet is \$5.00.

_____ **Yes, I would like a coupon book and I will add an additional \$5.00 to my June payment.**

Please mail my coupon book to the following address: _____

3) If you wish to have management set up automatic debit for you, you must attach a voided check so CKI can set up your account.

_____ **Yes, I have attached a voided check for CKI to set up the account on my behalf. I understand my full balance will be debited the first of every month.** (Note: Processing may take up to 3-5 business days.)

Sincerely,

The Clover Key Team
For the Board of Directors