



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

Payment Options for Homeowners

For your convenience, your monthly assessment payments can be made by one of the following methods.
Please circle the method you will be using and return this form to management.

- 1.) **Payment via AppFolio:** If you would like to pay your dues via automatic online payment, the secure AppFolio portal, and follow the steps outlined in your Welcome Letter.

If you wish to have management set up automatic debit on your behalf, **you must attach a voided check** so Clover Key can process your autopay setup.

_____ (Initials) Yes, I have attached a voided check for CKI to set up automatic payments on my behalf. I understand my full balance will be deducted on the first of every month and I agree to pay the Appfolio \$2.49 transaction fee. *(Note: Processing may take up to 3-5 business days. Transaction fees will show as a separate charge on your bank statement)*

- 2.) **Pre-Payment:** If you would like to pre-pay your association dues for 6 months or more in advance, you can mail your 6+ months of prepayment to management directly. Please make the checks payable to your association name and mail payment to 110 Imperial Street, Merritt Island, FL 32952.
- 3.) **Clover Key Payment-Processing:** For owners who do not want to utilize the payment options listed above, you can send your monthly check to management directly to be processed for a fee of \$25.00 to be included with your payment. The address for mailed payments is:

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 110 Imperial Street
 Merritt Island, FL 32952

Note: Payments must be received before the 10th of each month to avoid a late fee. Please allow ample time (at least 7-10 days) for mailing and processing.

Name: _____ Signature: _____ Unit Number: _____