

2019 – New PayLease Six-Month Payment Plan

The intent of the new plan is to provide an affordable assessment subscription payment option that is under \$100 per month. Those residents that take advantage of this option and pay from a checking account will not have any transaction fees.

- The residents that are planning to use the plan will need to notify the SRCC office before August 31, 2018.
- The first payment will need to be completed by August 31, 2018 with autopay in place for the remaining months.
- The sixth and final 2019 assessment payment will need to be completed by January 31, 2019.

The monthly amount to pay for this 2019 assessment payment option depends on the type of SRCC unit you are.

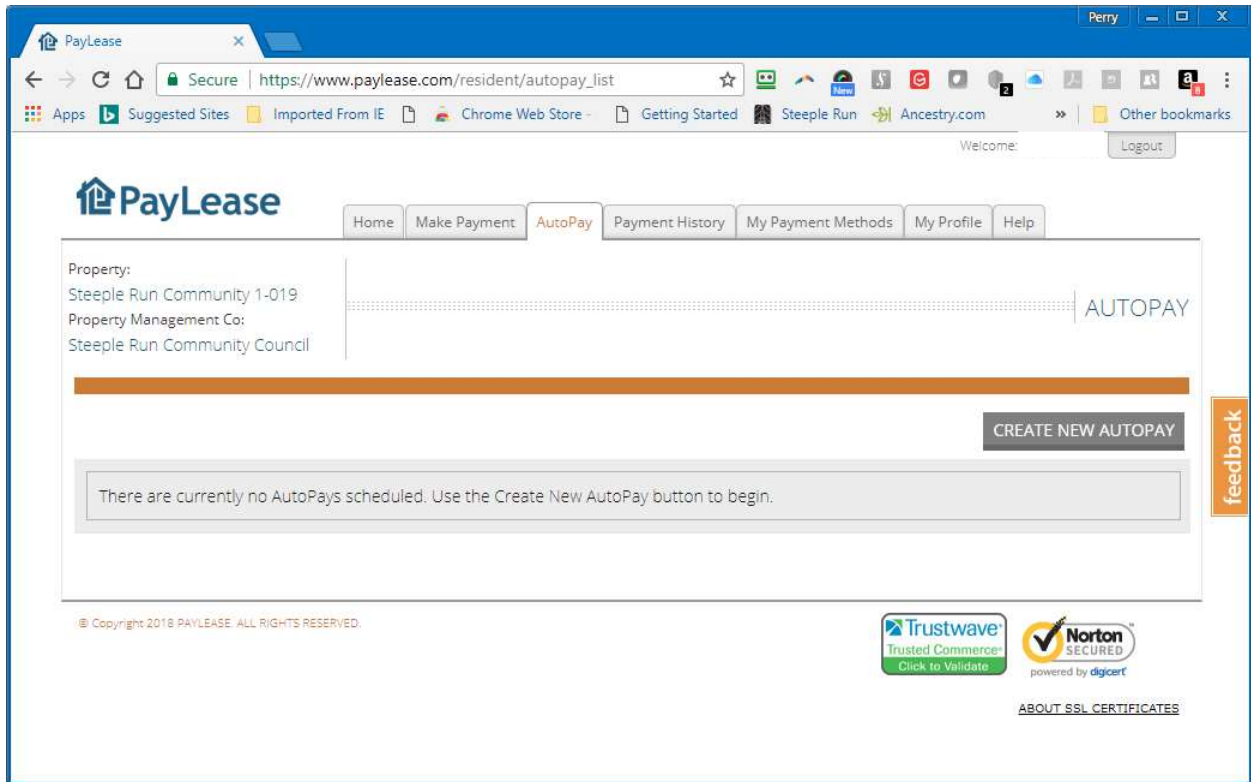
- **REGULAR UNIT** – Defined as a unit Owner who lives in their SRCC unit will need to pay **\$91.67 per month**.
- **RENTAL UNIT** – Defined as an owner who rents their home to a non-family renter will need to pay **\$98.34 per month**.
- **NON-POOL UNIT** – Defined as being lot number 7-023 and 7-039 where both are not currently rental units will need to pay **\$83.33 per month**.

If you are not currently registered on PayLease, you will need to go through the following steps before you setup your assessment payment:

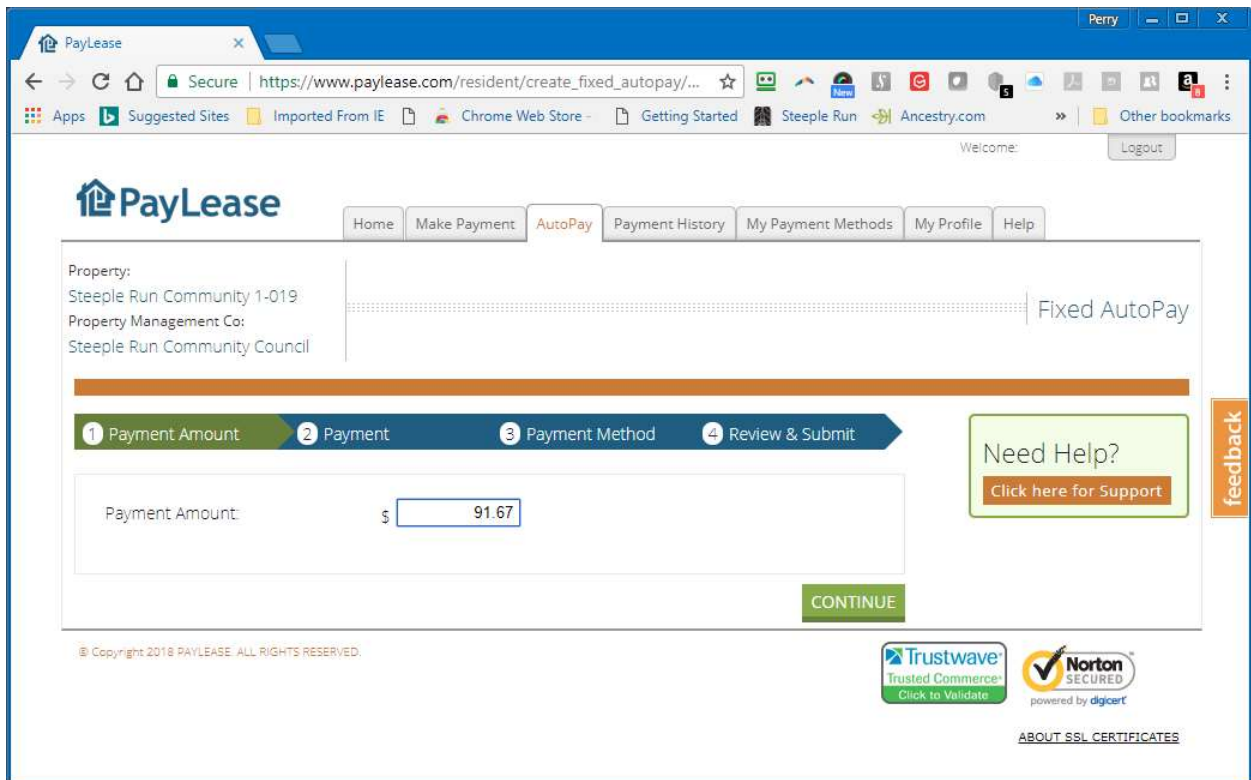
1. Go to www.PayLease.com
2. Select SIGNUP in the top right corner
3. Select RESIDENT
4. Type in Steeple Run Community and hit the SEARCH button.
5. Select THIS IS MY PROPERTY
6. Complete the form – and include your lot number
7. Select I agree to the terms
8. Select CREATE ACCOUNT
9. The Treasurer will receive an email asking them to approve your PayLease registration
10. After the Treasurer approves your registration, you can then log in with your ID and password and enter your Bank routing number and checking account number.

After you are registered on PayLease, follow these steps to setup your 2019 assessment payment.

Step1: select the AutoPay tab after you log in and select the CREATE NEW AUTOPAY button.



Step 2: enter your correct monthly amount and select the CONTINUE button



Step 3: Select the starting date, select monthly frequency, unselect the indefinite box, select the final payment month, and then select the CONTINUE button.

Property:
Steeple Run Community 1-019
Property Management Co:
Steeple Run Community Council

Fixed AutoPay

1 Payment Amount 2 **Payment** 3 Payment Method 4 Review & Submit

Recurring Payment Date: * 08/31/2018 ?

Payment Frequency: * Monthly

Final Payment Month/Year: * Indefinite 01/2019 ?

Fields marked with an asterisk (*) are required.

PREVIOUS CONTINUE

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ABOUT SSL CERTIFICATES

Step 4: Select the payment method and select the CONTINUE button.

Steeple Run Community 1-019
Property Management Co:
Steeple Run Community Council

Fixed AutoPay

1 Payment Amount 2 Payment 3 **Payment Method** 4 Review & Submit

Payment for: **Payment amount** Payment Amount: **\$91.67**

Need Help?
Click here for Support

Select a Payment Method

	Standard Processing ? Payment posts in 3 business days	Express Pay ? Payment posts in 1 business day
<input type="radio"/> eCheck	FREE	<input type="checkbox"/> \$9.95 Additional
<input type="radio"/> eCheck Bank Account	FREE	<input type="checkbox"/> \$9.95 Additional
<input type="radio"/> Debit/Credit Card VISA MASTERCARD DISCOVER	\$2.95 Fee	<input type="checkbox"/> \$9.95 Additional

PREVIOUS CONTINUE

Step 5: Select the SCHEDULE AUTOPAY Button.

