

Frequently Asked Questions (Associations)

How do I pay my association assessment?

There are several ways to pay your association assessments, in order to ensure that your payment is credited to your account in a timely manner and avoid late fees, do not drop off your payment at our management office as the payments are processed at an offsite lockbox secured at the bank.

Mail Check and Payment Coupon to the Lockbox

- Mail a check made payable to the name of your homeowners association along with your payment coupon or a note stating your name, full address, and account number at least 5 to 7 business days before your assessment due date.

Name of your Association
c/o Berkeley Realty Property Management
P.O. Box 105007
Atlanta, GA 30348
Reference Number: Your Association Account Number

Recurring Automatic Draft /ACH

- Your assessment is automatically deducted from your account when due by filling out an ACH Authorization Form and attaching a voided check made payable to your Homeowners Association, this form is obtained by contacting our accounting department, 757-229-6810, ext. 212 or by contacting your association manager. These forms are processed at our management office.
- This process continues until a request is received in writing to cancel service.

eCheck Online Payment at Union Bank's SmartStreet [Mysmartstreet.com](http://mysmartstreet.com)

- Set up a one-time or recurring payment using eCheck.
- User must register using an email address and password.
- Recurring payments will have to be renewed each year.

Your Bank's Online Bill Pay

- Set up your community association as a payee from your bank's online pay system.
- May have to be re-new payment each year. Each bank varies on this renewal process.

Name of your Association
c/o Berkeley Realty Property Management
P.O. Box 105007
Atlanta, GA 30348
Reference Number: Your Association Account Number

Credit Card Online Payment *

- Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.
- *There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.

I am preparing to sell my home, how do I order a disclosure package?

Disclosure Packages are required to be provided to potential buyers of a property by the seller. You can order a disclosure package, lender's questionnaire, or copies of various association documents on the internet at:

www.homewisedocs.com

I would like to make a modification to my home's exterior or to my landscaping , what do I need to do?

The majority of Associations require that modifications to the home's exterior and to the landscaping to include the removal of trees, be approved in advance by the Association's Architectural Review Committee (ARC) Please contact the manager for your association in obtaining the guidelines and forms necessary to submit a request to the ARC.