



Rj Development Co. is pleased to announce that you now have **four different ways to pay assessments – Online via eCheck or Credit Card, ACH/Auto Debit, US Mail or BillPay**. Please see below to learn more about the multiple payment options now available as a result of our banking relationship with Smartstreet, a division of RBC Bank.

Online Payment Via eCheck or Credit Card (one time & recurring options)

How does it work? You set up a one time or recurring payment using eCheck, MasterCard, American Express or Discover.

What do I need to do? Simply follow the directions below:

- Log in to **www.smartstreet.com**
- Select “Online Payments”
- Choose “One Time Credit Card Payment”, “One Time eCheck Payment” or “Recurring Payment” Note: You will need a login ID to set up a recurring online payment which can be obtained by selecting “Register Now” and completing the form.
- Select your homeowner’s association (“Carlyle Condo Association”) and follow the instructions on the screen *There is a \$9.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.

ACH/Recurring Automatic Debit

How does it work? Your account is automatically debited when your assessment is due.

What do I need to do? Complete the attached form and send it with a canceled check to:
Rj Development Co.
P.O. Box 2014
Cranberry Township, PA 16066.

US Mail/ Lockbox

How does it work? You write a check and mail it in every time your assessment is due.

What do I need to do? Write a check payable to your homeowner’s association and mail it along with your payment coupon to the address listed on the coupon. **Important: Please write your homeowner account number on the check.** *Coupons will be mailed to you in the coming weeks.

Your Bank’s Online Bill-Pay

How does it work? Set up your HOA as a payee with your bank’s online banking bill-pay.

What do I need to do? Please complete your bill-pay setup exactly as follows:

- **Payee:** Carlyle Condo Association
- **Address 1:** C/O Rj Development Co.
- **Address 2:** PO Box 105007
- **City:** Atlanta **State:** GA **Zip:** 30348-5007
- **Account Number/Reference Number:** Your Homeowner Account number is your unit number.

If you have any questions, please call Rj Development Co. at (412) 527-8557.

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

I (we) hereby authorize Rj Development Co., hereinafter called "Company," to initiate debit entries to my (our) Checking Account or Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called "Depository," and to debit the same to such account for the purpose of collecting assessments for my community association. I (we) understand that this debit will occur on or about the 5th of each month in which assessment payments are due. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Depository Name: _____

City: _____ State: _____ Zip: _____

Routing Number (9 digits): _____ Account Number: _____

This authorization is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time, and in such manner, as to afford Company and Depository a reasonable opportunity to act on it.

My association is: _____

Name(s): _____
(Please print) (Please print)

Signature(s): _____

Date: _____

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

PLEASE RETURN FORM AND VOIDED CHECK TO:

Rj Development Co.
P.O. Box 2014
Cranberry Township, PA 16066

Management Company Use Only:

Homeowner Account Number: _____

Date entered: _____