



November 15th, 2024

Dear Residents,

Please note as of January 1st, 2025, your Association will be banking with SouthState Bank.

There will be changes to the way you make your assessment payments.

Below are details regarding all the options you will have to make your monthly payment:

1. Automatic ACH

-This is the **most efficient** and preferred method to make automatic reoccurring payments. Simply complete the enclosed Automatic Pay (ACH) Authorization Form and Email or mail it to ProActive Property Management in the enclosed pre-addressed envelope. A voided check or a Bank Account Verification Letter from your financial institution is required to help ensure information accuracy. **Forms must be received by December 13th, 2024, for January 2025's payment to automatically be made.** The best part is ACH Automatic Payments set up through ProActive are free!

2. Online Payments

-This payment method is quick and easy; however it does incur a small transaction fee. **Online payments will be available on January 3rd at 10:00AM ET.** Simply going to <http://proactivefl.cincwebaxis.com> to complete the portal registration to make a payment. The account number is not required but may assist in matching your registration to the property account quicker.

3. ProActive Property Management Mobile Application

-This payment method is quick, easy and can be done wherever you have your mobile phone. Simply download the ProActive Property Management app from the Apple App or Google Play store and register. **This payment method does incur a small transaction fee and will also be available January 3rd at 10:00AM ET.**

4. Mail Check with Coupon

-This payment method is a little time-consuming and requires the cost of postage. It is great if you prefer to not use the online option and will be making your payments from different bank accounts. You will receive a coupon book in the mail shortly. Please note: If you are signed up for ACH as a payment method you will not receive a coupon book.

We thank you in advance for your cooperation and should you have any questions, please Email or call our office at: info@ProActiveFL.com or 727-942-4755.

Sincerely,

ProActive Property Management



Owner Information Sheet

Please complete and return this form to ProActive Property Management by mail, fax or Email: Info@ProActiveFL.com
You may also update your contact information by visiting www.ProActiveFL.com and clicking "Update Contact Info."

First Name: _____

Last Name: _____

Best Phone #: _____ Alternate Phone#: _____

E-Mail: _____

Name of Association: _____

Unit Address: _____

Mailing Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Tenant Name: _____

Tenant(s) Phone#: _____

Full Time Resident? Yes No

Signature

By completing, signing, and returning this form, you are authorizing ProActive Property Management to email notifications of Association meetings, minutes or other correspondence in lieu of receiving them by regular mail. Your email address will not be used for any other purpose than those listed in the previous sentence but is required should you wish to register for the owner portal.

You also understand that Annual Membership Meetings, Budget Meetings and Special Meetings requiring membership voting or establishing a quorum will be sent via regular or certified mail as prescribed by law.

Automatic Pay (ACH) Authorization Form



Sign up to automatically pay your Condo/ HOA payment from your checking or savings account at any U.S. financial institution. To enroll by U.S. Mail or E-mail: **Complete this form and return with a voided check.**

Mail form to: ProActive Property Management | 4151 Woodlands Pkwy | Palm Harbor, FL 34685

Email form to: info@ProActiveFL.com

Homeowner Information:

Association Name: _____ Homeowner Unit Number: _____

Property Owner Name(s): _____

Bank Account Owner Name(s): _____

Email Address: _____

Phone Number: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Banking Information:

New

Change

Cancel

Name of Financial Institution: _____

Bank Account Type: Checking ___ Savings ___ **Frequency:** Monthly ___ Quarterly ___ Semi Annual ___ Annual ___

Bank Routing Number: _____

Bank Account Number: _____

I authorize ProActive Property Management to initiate entries from my checking/ savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it.

Authorized Signature(s) _____ Date _____

Important Information:

- By returning the Automatic Pay (ACH) Authorization Form, you will authorize ProActive Property Management to collect your payments automatically, saving you time and money.
- Association payments are drafted on the 3rd. If your date falls on a weekend, the payment will be drafted on the next business day.
- Automatic Pay (ACH) Authorization Forms must be received by 25th of the current month in order to be in effect for the next scheduled payment.
- Payments can only be drafted from a U.S Bank or Credit Union.
- If the assessment amount increases or decreases, the new amount will be updated automatically.
- Full balances due on the accounts as of the 1st of the month will be withdrawn from your bank account.

If you have any questions, contact ProActive Property Management at 727-942-4755 or info@ProActiveFL.com