



10621 Airport Pulling Rd N, Suite 6
Naples, FL 34109
Telephone (239) 352-6619

How to Pay Association Dues

Option 1 – Payment by Check

Please make all checks payable to your Association. Checks must be payable in U.S funds. Please be sure to reference your account # on the memo line of your check. Including your payment slip from your statement helps to ensure your payment is posted correctly.

Mailing Address: c/o Paramount Property Management
P.O. Box 8404
Naples, FL 34101

Memo: Please include a reference to your account #

Option 2 – Online Bill Pay Service (through your personal financial institution)

Account Name/Payee: The name of your association

Mailing Address: c/o Paramount Property Management
P.O. Box 8404
Naples, FL 34101

Reference: Please include a reference to your account #

Please note it can take several days for the payment to be processed and sent by your financial institution, so please allow for additional time when making your payments.

Option 3 – Automatic Deduction (ACH Payment Option)

If you would like to have your dues automatically deducted from your bank account, please complete the ACH enrollment form and return it along with a voided check by mail to our office address at the top or by email at Kristen@ppmnaples.com

Option 4 – Online Via Echeck, Debit Card, or Credit Card

Login to your AppFolio portal. On your home page select either Pay Now or Set Up Autopay and follow the necessary prompts to make your payment. Please be aware there are processing fees from AppFolio when using this method.

Option 5 – In-Office with Check

You can pay by check in our office Monday-Friday 9AM-4PM.

If you need any assistance in making your payments, please email Kristen@ppmnaples.com or call 239-352-6619 ext. 4

Recurring ACH Payment Authorization

Paramount Property Management offers association members the ability to pay their association's assessments using automated electronic payments. This service allows you to have regular and special assessment payment(s) deducted automatically from your checking account or savings account. Payments are processed electronically through the Automated Clearing House (ACH). To participate in this service, association members must be current in assessments.

Association Name _____
Homeowner Name _____
Property Address _____
Unit # _____

Bank Details

Checking Savings

Account Holder _____
Bank Name _____
Account Number _____
Routing Number _____

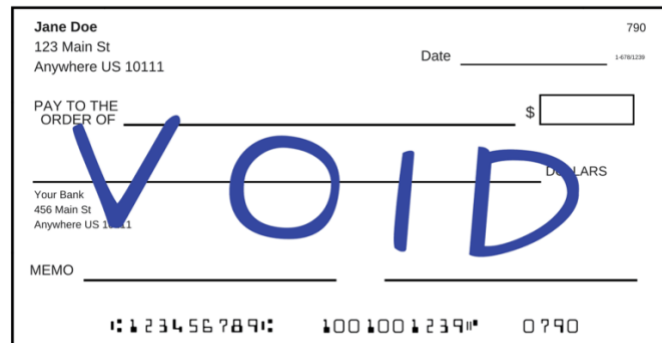


I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify my association in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. I am authorizing the association to draft association dues and special assessments on the due date. If the noted payment date falls on a weekend or holiday, I understand that the payments may be executed on the next business day. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the association may pass along any NSF charges.

SIGNATURE _____
(Account Holder's Signature)

DATE _____

Please Attach a blank, voided check here:



Please complete and return the authorization form by mail, email, or fax.

Email: Kristen@ppmnaples.com

Fax: (239) 215 - 1970

Mail: 10621 Airport Pulling Rd N, Suite 6
Naples, FL 34109

