

SYNERGY



REAL ESTATE GROUP INC.

Payment Options

Mailing your Payments

In order to avoid posting delays, or errors, we strongly recommend the following guidelines:

- Mail your payments and coupon in the same envelope.
- Do not send post-dated checks. The bank will process post-dated checks on the day they are received and will not hold any checks.
- Make your check payable to the association and write your homeowner account number on the memo line
- Do not make checks payable to the bank or Synergy Real Estate Group, Inc. as this may result in a delay in processing your payment.
- If you use an online bill payment service through your bank, please use the account number provided to you by Synergy Real Estate Group, Inc.. This account number is unique to each Homeowner's property address. If you own more than one property or if you have more than one payment obligation, you will have different account numbers for each payment. **Using incorrect account numbers or omitting the account number may delay or cause errors in the posting of your payment.**
- Include any correspondence related to your property or association. Synergy Real Estate Group, Inc. will be able to access the documents online.
- Address payments to:

**P.O. BOX 678185
Dallas, TX 75267-8185**

Direct Debit (ACH)

Sign up with Synergy Real Estate Group, Inc. to have your monthly payments debited from your bank account (foreign banks are not acceptable). This form is provided to you by Synergy Real Estate Group, Inc. and should be mailed directly to them, along with a voided check.

Echeck and Credit Card Payment Services

You may make your monthly HOA payments using your Visa®, Discover® or MasterCard® or checking account. A nonrefundable convenience fee will be charged for processing your payment online should you choose to pay using the Credit Card payment method. The Association or Management Company does not receive credit for this fee.

Please follow the link on your association website to pay your assessments online or you can go directly to the payment page at the web address below. To enroll in epayment go to www.sregtn.com, go to the "HOA Members" tab, click on "Portal Login." You will be taken to a new page; you will need your Account Number to register. Should you have any questions using the online payment tool please visit our Synergy Real Estate Group, Inc.

Association Epayment Web address:

https://asp.reeft.com/caliberweb2_SYNERGY/default.aspx

We value you as a homeowner and hope you find these payment options helpful. If you have any questions please don't hesitate to call us at 615-425-2168.