



## Maintenance Fee Payment Options/Instructions

Cedarcrest Property Management offers a number of different ways for you to pay maintenance fees and property related expenses. Reminder-your payments are DUE on the 1<sup>st</sup> of each month, in advance.

### 1. **Online Payment – C-Property Pay** - Free! Set up one-time or recurring payments.

Visit the website <https://propertypay.cit.com/> and follow instructions to make either a one-time payment or recurring payments.

You will need the Cedarcrest Property Management Company ID (**8089**), your Association ID and your account number, which can be found on the bottom of your coupon.

C-Property Pay provides you with the option of making a one-time payment or recurring payments. Simply register and set up a User profile. By registering, you will be able to:

- Set up multiple and single properties
- Set up payment types for processing by e-check (*free*) or credit card (*2.95% fee*)
- Schedule recurring payments
- Manually submit one-time payments with saved payment information
- View your account

CIT customer service team is available to assist users with navigating C-Property Pay at 866.800.4656 or [servicec-propertypay@cit.com](mailto:servicec-propertypay@cit.com).

### 2. **Using your own bank's online bill pay**

If you choose this method of payment the following must be done to ensure payment is received:

- Your Association name must be listed as it appears on the statement.
- Your account number must be listed on the payment.
- The address must be listed as:  
(Your Association's Name), c/o Cedarcrest Property Mgt, PO Box 300, Newark, NJ 07101-0300

### 3. **ACH Auto-Pay**

Sign up to have your monthly assessment payments automatically debited from your account each month. Simply complete the ACH form and send in with a voided check. The forms can be found on our website, [www.cedarcrestpm.com](http://www.cedarcrestpm.com), or can be requested by contacting our office.

### 4. **Pay by mail** – Please allow an extra few days for USPS mail to be received.

Send check in the mail addressed to:

(Your Association's Name), c/o Cedarcrest Property Mgt, PO Box 300, Newark, NJ 07101-0300  
Please be sure your account # is listed on the check and to include your payment coupon.

If you have any questions regarding your account, please contact your Property Administrator via email or at 973.228.5477.