



July 19th, 2016

*«first\_name» «last\_name»  
Property Address, Unit #: «Unit»  
«City»  
Account Code#: «resident\_code»*

Professional Property Services is excited to announce that we have partnered with PayLease.com so that your monthly carrying charges for **Property name** can now be paid on-line with your computer or mobile device. You can initiate a charge against your bank account (ACH) or a charge on your credit card for monthly carrying charges and other charges owed the Cooperative.

Payments may be scheduled as a one-time event or as a recurring payment monthly. This new payment option allows you to make payments online on your schedule. Of course, your carrying charges owed are still due by the 5<sup>th</sup> of the month to avoid late fees.

There will be a convenience fee of \$2.00 paying using ACH option and there is an additional fee associated with using a credit card of 3% of the transaction amount; however, we feel you will find this added feature a convenience.

Please see the enclosed flyer that has instructions on registering as a new user to PayLease, please pay special attention to your account number above since this number is required to register on PayLease.

Should you have any questions, please contact the PayLease support team at 866-729-5327 and they and we will be happy to walk you through the registration process.

Sincerely,

**Professional Property Services**  
30300 Telegraph Road, Suite 205  
Bingham Farms, MI 48025