



## Avalon of Orange County Condominium Association

FirstService Residential offers owners of residences in our managed communities several options to pay their association maintenance fees.

Maintenance fees are due on the 1st of each month and are considered late (and subject to late payments) after the 5th of each month. Late fees and reminder costs will be assessed to each unit after this date.

### **Please find below different payment options for your convenience:**

- 1. Direct Debit through FirstService Residential's payment partner, ClickPay:**
  - <https://www.clickpay.com/firstservice>
  - If you are new to Click Pay, please register and create an account or if you already have an account just sign in.
  - Please select the option of payment by Direct Debit (check), by Credit Card, or by ACH. Please schedule your payment to the 1<sup>st</sup> day of the month. Click Pay normally posts your payment five (5) to seven (7) days after your payment has been made.
- 2. One- Time Payment through Click Pay:**
  - Please be informed that Click Pay charges a \$3.00 convenience fee for processing and for providing customer support for one-time payments.
- 3. Payment via Your Own U.S. Bank via Bill Pay** - If you choose to have your own bank send your maintenance fees each month, please ensure that the 14-digit account number is included on your check, along with your unit number and the proper name of the association, Avalon of Orange County Condominium Association Inc.. Please also make sure you set it up to be processed at least 5 days prior to the 1st of each month to ensure a timely delivery. Please make sure that the address where your bank sends the check is as follows:

Avalon of Orange County Condominium  
c/o FirstService Residential Florida  
P.O. Box 30348  
Tampa, FL 33630-3348

#### 4. Sending Personal Checks by Mail:

- Please make sure to write your 14-digit account number on your check. Also make sure you send the check at least 5 business days prior to the 1st of each month to ensure timely delivery. If you need your account number, please contact the management office at [avaloncondos@gmail.com](mailto:avaloncondos@gmail.com) or [jerry.bateman@fsresidential.com](mailto:jerry.bateman@fsresidential.com)

#### **Mail your personal check to:**

Avalon of Orange County Condominium  
c/o FirstService Residential Florida  
P.O. Box 30348  
Tampa, FL 33630-3348

Avalon of Orange County Condominium

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Phone# 407-737-4122

Open: Monday to Friday 9 a.m. to 5 p.m.

Closed daily: 12:00 p.m. to 1:00 p.m.

Closed Weekends

Afterhours Customer Service 1-866-378-1099