



**HOMEOWNER ASSOCIATIONS
PAYMENT OPTIONS AND ACCOUNTING CONTACT INFORMATION**

PAYMENT OPTIONS

1. MAIL A CHECK

All assessment payments made by personal check must be mailed to the Association bank lockbox for internal control and security purposes. ***Please include your account number and address on your check – this can be located on the top of your statement.***

**NAME OF YOUR HOA
c/o Basham Management
P.O. Box 98078
Phoenix, AZ 85038-8078**

2. ONLINE PAYMENTS

Please log into your resident portal via SmartWebs to make online payments. Online payments via e-check are completely free of charge. By using the autopay feature of the online payment system, you can take full advantage of the 15-day grace period and never worry that your payment won't be timely.

3. COUPON BOOK

To keep cost to a minimum and to be as "green" as possible - coupon books will only be issued if requested and will have a minimal cost. You may request your coupons via the contact information listed below.

4. OVERNIGHT PAYMENTS

You may send overnight payments to the following address:

**NAME OF YOUR HOA
c/o Basham Management
P.O. Box 98078
Phoenix, AZ 85038-8078**

**BASHAM MANAGEMENT
ACCOUNTING CONTACT INFORMATION**

Physical Address: 1701 Westwind Drive, Suite 207, Bakersfield, CA 93301
Email: Office@BashamManagement.com

