



**Green Valley Villas West
Condominium Association**

460 S. Paseo Quinta, Green Valley, Arizona 85622

(520) 393-7891 – Fax (520) 393-7893

admin@villaswest.org

www.villaswest.org

Proper Procedure for Writing Checks for HOA Fees

TO ALL HOMEOWNERS

HOA Assessment fees are currently \$200.00 per month due on the 1st and past due on the 10th. Fees as of January 1, 2021 will be \$220.00.

1. Preferred method of payment is by ACH (Automated Clearing House*) Forms are available at the office or can be downloaded from the website (under forms). Fees are deducted by the 5th of each month.
2. Using online “bill pay” through your bank (electronic payment - paperless)
3. Paper checks can be dropped off at the office or mailed to 460 S. Paseo Quinta, Green Valley, AZ 85622. Checks (or online bill pay) must contain the following information or the bank cannot process and apply the money to your account properly

1. **NAME OF THE PROPERTY OWNER** (This is the name on your Deed).
2. **ACCOUNT NUMBER:** This is a 9-Digit number beginning with 100 _____ (call or email Villas West office to get or find on your statement from Villas West) OR a LOT NUMBER (found on your property tax document - Haven Green Valley West Condominium Lot _____ or on your Deed)
3. **ADDRESS OF THE VILLAS WEST PROPERTY** (e.g. 123 S Paseo Pena – A (Not an address elsewhere)

Thank you

Villas West Finance Department

*ACH – Automatic Clearing House is the automated network that coordinates electronic payments and automated money transfers.

11-2019