



**Green Valley Villas West
Condominium Association**

460 S. Paseo Quinta, Green Valley, AZ 85614

(520) 393-7891 – Fax (520) 393-7893

admin@villaswest.org

website: www.villaswest.org

NOVEMBER 15, 2019

TO ALL HOMEOWNERS

HOA Assessment fees are currently \$220.00 per month due on the 1st and past due on the 10th. **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.

1. Using **online “bill pay”** through your bank (electronic payment - paperless)
2. **Paper checks** can be dropped off at the office or mailed to 460 S. 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.

Revised 11-2019