

HOMEOWNER ASSESSMENT PAYMENT OPTIONS

Eclipse offers a number of convenient ways to pay your homeowner association assessments, sometimes referred to as "dues" or "fees". Below is a breakdown of payment options so that you can choose the most convenient option.

To pay your assessment by personal check or money order:

- Each month you will receive a mailed statement with tear off remittance coupon and return envelope.
- Ensure your check is made out to "Rivendell HOA".
- Reference "Account 392V" in the memo section of your check.
- Mail your check and remittance coupon to Eclipse Community Management, PO Box 98083, Phoenix, AZ 85038.

To pay your assessment through a bill payment service provided by your bank:

- Set up a new payee using the payee name of "Rivendell HOA".
- Set the mailing address to Eclipse Community Management, PO Box 98083, Phoenix, AZ 85038.
- Reference "Account 392V" in the memo or account number section of your payment.

To pay your assessment online using your checking account, debit card, or credit card (convenience fees apply):

- Visit <https://eclipsecommunities.com/update> and complete the Owner Information Update.
- Once your submission is processed, you will receive an invitation to activate your portal access at <https://eclipsecommunities.com/owner>
- Once logged in, you will land on the **Home** tab where you can view your current balance owed and details of current and future charges.
- Click "**Make a Payment**" to make a one-time payment or "**Set Up Autopay**" to create an automatically recurring payment.
- Select your preferred payment method: **eCheck** or use a **Credit or Debit Card**.
- Continue through the steps to submit a payment. You will receive a confirmation email once the payment is successfully submitted.

To enroll in the FREE automatic payment program via mail:

- Complete the enclosed "Owner Authorization for Direct Debit (ACH) Program".
- Attach a voided check.
- Return the form to Eclipse Community Management, PO Box 750310, Dayton, OH 45475.



Eclipse Community Management, LLC
P.O. Box 750310 Dayton, OH 45475
(513) 494-4049

OWNER AUTHORIZATION FOR DIRECT DEBIT (ACH) PROGRAM

For your convenience Eclipse Community Management offers an automatic debit option to pay your association fees. Simply complete this form, attach a voided check, and mail it to Eclipse Community Management at the address above. Please note that the form must be received no later than the 20th of the month to ensure it is effective for the following month. Assessments are automatically debited on the 1st of the month unless that falls on a weekend or holiday, in which case the debit will occur on the following business day. If you enroll in this program, you will no longer receive an invoice / coupon.

Owner Name: _____

Owner Address: _____

Financial Institution: _____

Routing Number: _____

Account Number: _____

I hereby authorize Eclipse Community Management to initiate debit entries to the account provided, held at the financial institution provided, for the purposes of paying assessments and charges related to my community association. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of United States law. This authorization is to remain in full force and effect until Eclipse Community Management has received written notification from me of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.

Owner Name (Print)

Owner Signature

Date

ATTACH VOIDED CHECK HERE

***** Please double check info **
Incorrect data will result in a \$10.00
fee for a returned ACH Payment***



Eclipse Community Management

P.O. Box 750310 Dayton, OH 45475

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OWNER INFORMATION UPDATE

Thank you for taking a few moments to update your contact information with Eclipse Community Management. All information submitted is held in confidence and not disclosed to outside entities or other homeowners without your consent. You can also update your info by scanning the QR code on the right or by visiting our website at <https://eclipsecommunities.com/update/>.



Today's Date: _____

Property Address:

Mailing Address (if different from above):

Primary Owner Contact:

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Secondary Contact:

Co-owner: _____ Tenant: _____ Other (describe): _____

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact (living outside the home):

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____