

## ASSESSMENT PAYMENTS



SBB Management Company provides a variety of options for homeowners to make assessment payments.

The information contained in these pages should assist you in determining how to make payments, but you are welcome to contact our office at any time if you have questions.

**972-960-2800**

At this time, SBB Management Company offers the following payment options:

### **SBB WEB PORTAL**

Pay online at [www.sbbmanagement.com](http://www.sbbmanagement.com)

E-Check payments (deducted directly from your checking account) incur a fee of \$1.95

Credit or Debit Card payments incur a processing fee that is based on the amount of your payment. The total fee will be disclosed prior to completing the transaction.

Recurring Payments - You can set up recurring payment(s) to have payment(s) automatically deducted and applied to your account.

You can also make payments over the phone by calling **1-866-729-5327**. This is the number of the service provider (PayLease).

**If you have problems with your log in information, please call Mark Carstensen at SBB Management Company at 972-960-2800 x315.**

**If you have problems with the payment service or need assistance in making a payment, please call PayLease at 1-866-729-5327.**

### **PAYMENT BY CHECK**

Pay via check or certified funds by mailing **with a coupon** to the lockbox:

SBB Processing Center  
P.O. 60875  
Phoenix, AZ 85082-0875

## **MUTUAL OF OMAHA BANK**

Pay online at [www.mutualofomahabank.com/community-associations/Make-a-Payment](http://www.mutualofomahabank.com/community-associations/Make-a-Payment)

When you pay online at **Mutual of Omaha** you must first choose if you want to make the payment by eCheck or with a Credit or Debit Card. Paying by eCheck is FREE, paying with a Credit or Debit card incurs a processing fee (disclosed on website).

To make a One-Time transaction, after choosing eCheck or Credit/Debit card, fill in all of the required information – It will ask for (3) sets of numbers which are located on the bottom edge of your statement, coupon or Reminder.

Recurring Payments - You can also set up recurring payments. To do so you must first create an account. Then choose the recurring payment option.

**IMPORTANT**-*please be aware that you will be responsible for making any changes due to increase/decrease in assessments, sale of property or expiration of credit/debit card, etc.*

**If you have any questions or need assistance with the Mutual of Omaha website, please call 1-866-800-4556.**

## **PAYMENT PLAN**

If you are unable to pay your balance in full, SBB Management Company encourages you to request a payment plan from your association. You can request a payment plan form from Elise Weber at 972-960-2800, X329 or via email at [e.weber@sbbmanagement.com](mailto:e.weber@sbbmanagement.com).

## **IN CLOSING**

As you can see, there are numerous options for making a payment to your assessment account! SBB tries to make every available option possible to the homeowners in the communities we manage. We hope this information is useful, but please feel free to contact our office if you have any additional questions or need assistance in making a payment.

Thank you!