



Attention: Change of Mailing Address for Assessment Payments

Dear Homeowner:

Please review this letter in its entirety for important information regarding your future Assessment Payments. **Effective immediately**, your association assessment payments will be processed through a new banking partner. **Action may be needed in updating the mailing address for your payments.** Please refer to the following instructions depending on how you choose to pay your assessments:

Online Payment via ACH or Credit Card:

How does it work? Go to www.tidewaterproperty.com to log into your homeowner portal and access your account. Available within the portal is our online payment service to make a one-time payment or set up recurring payments.

If you are already enrolled in recurring payments through the web portal, no action is needed.

Payment by Check or Money Order:

How does it work? Payment mailed with remittance coupon

What do I need to do?

Mail your payment remittance stub and check, **payable to your association**, to

C/o Tidewater Property Management

PO Box 1653

New York, NY 10008-1653

Using your personal bank's Online Bill Pay System:

How does it work? Set up payment to the association through your own bank's bill pay system.

What do I need to do?

If you are currently using your bank's Online Bill Pay, please delete the payment record and set it up as a new payment with the new remittance address:

C/o Tidewater Property Management

PO Box 1653

New York, NY 10008-1653

Please confirm your account number as well. We do not advise that you change the address on your existing setup as it could cause your payment to be mis-routed or returned to you.

If you have any questions, please email accountingservices@tidewaterproperty.com or call our accounting team at 443-548-0191 ext. 500 for assistance.