



COMMUNITY ASSOCIATION BANKING.

One-Time Assessment Payments with Property Pay

Making a one-time payment is easier with our online payment option, Property Pay. Payment options include check and card.

Make a payment

- Go to <https://propertypay.cit.com/>.
- Select the Pay Assessments button.
- Review and agree to the Terms & Conditions by selecting Yes.

Property details

- Enter the required property information.
- Select either Pay by eCheck or Pay by Card. Fees may apply.

Payment details

- Enter your payment information.
- Select the I Agree checkbox in the payment summary.
- Select the Next button to continue.

Verify payment

- Review your payment details.
- If you need to make a change, select Edit to return to payment details or the property section.
- Select Cancel to delete all the information and start over.
- If all the information is correct, select the Submit Payment button.

Next, you will see the Payment Confirmation, which includes:

- Payment confirmation number.
- Email address where the payment confirmation will be sent.
- Option to print or cancel the payment, if needed.

Payment tips

- Select the Help icon for more information on what is required for each field.
- The payment summary lists the payment amount, fees, if any, and a total amount paid.

Payments submitted prior to 9 p.m. ET Monday through Friday, excluding holidays, are processed the same day. Our customer service team is available to assist users with navigating Property Pay at 866-800-4656 or servicepropertypay@firstcitizens.com.

Management ID: 1162
Association ID: VOUT
Property/Account Number: 4 digit account number appearing on payment coupon.

Learn more at firstcitizens.com/cab