

Blackwood Management, Inc.,
P.O. Box 1866, Fredericksburg, VA 22402
Phone: (540) 710-6800 Fax: (540) 710-6743

IMPORTANT – PLEASE READ

PAYMENT OPTIONS:

All payments are due on the 1st day of the month/quarter (as indicated on your statement).

1) **ACH** (Recurring “Monthly” or “Quarterly” Payments):

Your assessment (full account balance due) is automatically debited from your checking account on the 5th each month or quarter (as applicable) – an authorization form to sign up for ACH is on the last page of these instructions. Complete the form, attach a voided check (not a deposit slip) fax to 540-710-6743 or mail to Blackwood Mgmt PO Box 1866 Fredericksburg VA 22402.

2) **Online Payments:**

- To make online payment go to www.smartstreet.com , click on **Make Payment** on the left side of the screen under **Online Payments for Homeowners**.
- Login/Create an Account or Click Make a One-Time Payment
- Type the first few letters of your communities name (selecting an incorrect association name will result in your payment not being processed correctly).
- Type in your **eleven digit account number** EXACTLY as it appears on your statement **with leading 0's and letters if applicable**.

3) **Regular Mail:**

If you currently use an online bill pay service from your bank or another provider, know that bill pay service payments can take from 5-10 days (your bank/provider may withdraw the funds from your account, but it takes time to process, cut and mail the check). Please allow extra time for processing.

Put your account number on your payment and Mail to:

'your community name' (Not Blackwood Mgmt)

C/O SMARTSTREET

PO BOX 105007

ATLANTA GA 30348-5007

We do not accept postmarks as the date of payment.

Delays in receiving payments may result in delinquent charges applied to your account.

**CASH PAYMENTS ARE NOT ACCEPTED
DO NOT MAIL PAYMENT TO BLACKWOOD MANAGEMENT**

**ALL PAYMENTS must be mailed to your community
C/O SMARTSTREET to the address printed on your statement:
P.O. Box 105007, Atlanta, GA 30348-5007.**

If you have any questions or concerns, please contact Blackwood Management, Inc. at (540) 710-6800.
The ACH form may be faxed with a voided check to (540) 710-6743.

Blackwood Management, Inc.,
P.O. Box 1866, Fredericksburg, VA 22402
Phone: (540) 710-6800 Fax: (540) 710-6743
Authorization Agreement for Direct Payments
(ACH DEBITS)

I, (We) hereby authorize my association, _____, hereinafter called Association, to initiate debits monthly (or quarterly as applicable) for the property address:

_____, to my, (our) checking account indicated below at the Bank/Financial Institution named below, hereinafter called Bank, and to debit the same to such account for the purpose of collecting assessments for my community association. I, (We) acknowledge that the origination of ACH transaction to my, (our) account must comply with the provisions of U.S. Law.

(Bank's Name)	(Bank Branch Location)
(City, State, and Zip Code)	
(9 Digit Routing Number)	(Account Number)

This authorization is to remain in full force and effect until Association has received written notification from me, (or either of us) of its termination, in such time and in such manner as to afford the management company, Blackwood Management, Inc, and the Bank a reasonable opportunity to act on it.

Printed Name(s)	Association Account Number
Signature(s)	Date

Email address for confirmation of receipt	_____	Please debit my account for current balance upon receipt.
	Initial	

****NOTE: Please attach a VOIDED CHECK for the account to be debited****
A new form is not required each assessment period/year.