

For the remittance of assessments, your HOA accepts the following payment methods:

**ONLINE PAYMENTS:** Through the [Portal](#) we offer FREE recurring ACH payments ("AutoPay") for the remittance of HOA assessments. Visa, MasterCard and one-time ACH payments are offered for a nominal fee as follows:

- Recurring ACH payments (AutoPay) are FREE (must enroll prior to assessment due date)
- One-time ACH payments are \$2.95 each
- Visa and MasterCard transactions are \$2.95 + 3.5% each

To enroll in AutoPay, you must first register for the Portal ([Request an Invite to the Owner Access Portal](#)). Once registered, follow the prompts to enroll in free, recurring ACH payments "AutoPay" (instructions are linked to the bottom of this page). **Please read the following prior to AutoPay enrollment:**

- Once enrolled, your first AutoPay payment will be debited from your checking account on the next assessment due date. You must be enrolled BEFORE the assessment due date in order to pay by AutoPay.
- The Portal does not take into account any outstanding balance or credits remaining on your account with the HOA at the time of AutoPay enrollment. This means that an outstanding balance (if any) must be paid another way, either a check sent by mail or one-time Portal payment.
- Conversely, any credits that exist on your account with the HOA will not reduce the AutoPay debit on the next assessment due date; the exact assessment amount will be debited from your checking account regardless of the balance due or lack thereof. Please take this into consideration when enrolling in AutoPay.

**BANK BILL PAY SERVICES:** To pay through the bill payment service provided by your banking institution, please take the following steps to ensure your payment reaches the HOA timely.

1. Make payable to Hanley Lofts; enter the payee and mailing address as follows:

**Payee:** Hanley Lofts  
**Address Line 1:** c/o Rockwood Property Management  
**Address Line 2:** P.O. Box 94804  
**City, State, Zip:** Las Vegas, NV 89193-4804

2. **VERY IMPORTANT** Include the Management Company ID, Association ID and your account number in the memo line (Example: 7794 - HAN - HAN123789). ***This account number format must be included on each payment to ensure proper application.***

**US MAIL PAYMENTS:** In January, the HOA distributes payment remittance coupons to all owners (except those enrolled in Portal AutoPay) to assist in remitting payment by check. To ensure accurate application of your payment, please include a payment remittance coupon with each check and mail using the windowed envelope provided with the coupon book. If you are paying assessments for more than one property address, please send a separate coupon and check for each property. ***In addition, please include the following information on each payment to ensure proper application:***

1. Your Management Company ID: **7794**
2. Association ID, which is: **HAN**
3. Your Property Account Number, which can be found on your remittance coupons or the Portal. **Example: 7794 – HAN – HAN123789**

**Mail payments to the following remittance address:**

Hanley Lofts  
c/o Rockwood Property Management  
P.O. Box 94804  
Las Vegas, NV 89193-4804

**Helpful Links:**

Your HOA's homepage: [www.hanleyloftshoa.com](http://www.hanleyloftshoa.com)

Your HOA's website is updated regularly with relevant information and important links.

[Owner Access Portal](#) (Link on HOA website)

The Portal is our new online platform where owners may login to view their assessment account balance, review enforcement actions and pay assessments using a variety of online payment methods including FREE recurring ACH. If you don't have a login, please request an invite via the HOA's website homepage (see above link).