

Baldwin Real Estate Management

Assessment Payment Options

- 1) Portal payment: Access the secure web portal by visiting the client access link on our website, www.BaldwinRealEstateManagement.com. First time users will need their account number and temporary password provided on the billing statement. Your assessment payment can be made from your checking or savings account for free by choosing the “Pay by Associations Payment Method” option. Payments made through the portal are applied to your account in real time. While on the portal you can sign up for e-Statements and receive an e-mail (e-Notification) that your HOA billing statement is available online. You can also review your history, have access to billing inserts for association notices and make changes to your email address or other contact information.
- 2) ACH – Debit: You authorize us to automatically debit your account on the 10th of each month for the monthly HOA assessment. We do not charge a fee for this service. Please contact Debbie at 626-821-5203 for the required Authorization Form.
- 3) Credit Card: Access the PayLease Online link on the bottom of our website, www.BaldwinRealEstateManagement.com. PayLease charges a small convenience fee on all transactions. The standard processing time is 3 business days.
- 4) Online Banking: – Go to your bank’s web site and set up a payment to your association either as a one time or recurring payment. Your bank issues and mails a paper check. Be sure to reference your account number with your payment and allow enough time for the check to be received in our office on or before your late date. The mailing address for your payment is: 50 E. Foothill Blvd., Suite 200, Arcadia, CA 91006 or P.O. Box 660370 Arcadia, CA 91066-0370
- 5) Mail your check or money order payable to your association, c/o Baldwin Real Estate Management to our post office box or office address.

WE ARE UNABLE TO ACCEPT CASH

Please remember your HOA assessments are due on the first of each month whether or not you receive a statement. Please contact us if you have any questions.