



THE LOFTS CONDOMINIUM ASSN.
C/O RJ COMMUNITY MGT.
4900 PERRY HIGHWAY
BUILDING 1, SUITE 300
PITTSBURGH, PA 15229
PH: 412-550-0003
WWW.RJCMGT.COM

DELINQUENT ACCOUNT COLLECTION POLICY & PROCEDURE

To better serve your community, Rj Community Management would like to acquaint you with our delinquent account collection procedures to ensure all account holders are made aware of their past due balances, accurately fined on a consistent basis, and escalating methods of communication of the aging account balance are executed on schedule. Rj Community Management strives to effectively and efficiently collect debts owed to the Association.

Assessment Due Date

1st of the month

Payment of the assessment is due in full within the first 15 days of the month in which it is assessed (be it a monthly or quarterly basis). For Payment method options and details, please see the payment options section below.

Initial Late Notice

15th of the month

An assessment is considered late when not paid by the 15th day of the month in which it was assessed. On the 15th day, Rj Community Management will apply a \$25.00 late fee to the account along with interest at 15% per annum and send the Owner a statement of account via USPS mail.

The late notice consists of a statement of account showing the past due assessment, the late fee, a total balance owed, and instructions on how to pay. It states an expectation that the Owner will pay the balance of the account (including the late fee) by the end of the given month.

Collection

30 days past due

If the Owner fails to act on the first late notice and the account is still delinquent by the first day of the following month, the account will be turned over to Brandt, Milnes & Rea for collection. An additional fee of \$40 (or the current rate) will be added to the owner's account to cover the cost of the mailing. Brandt, Milnes & Rea will send a demand letter to the owner via USPS first class mail.

Should the owner fail to pay within thirty (30) days, the attorney's office will be advised to send a final ten (10) day demand letter via USPS certified mail.

All collection costs incurred will be billed to the owner.

PAYMENT OPTIONS

ONLINE PAYMENT VIA eCHECK OR CREDIT CARD

Set up a one-time or recurring payment using eCheck. You may also make one-time payments via credit card.

- Visit www.rjcpayments.com and click on the Alliance Bank logo.
- Select your payment option on the right side of the page.
- Recurring payments will require you to create an account then select “Setup Scheduled Payments” once logged in. Recurring payments can only be paid via a bank account.

Management ID: 745

Association ID: 129

PERSONAL CHECK/MONEY ORDER

Write a check payable to The Lofts Condominium Association and mail it along with your payment coupon to the lockbox address listed on the coupon. Payments are recorded on the date they are received, so please be sure to allow time for delivery.

Be sure to write your homeowner account number on your check. Contact Rj Community Mgt. if you need coupons.

YOUR BANK'S ONLINE BILL PAY

Set up your community as the payee and have your payments sent to the lockbox address below. Please include your account number on the check.

The Lofts Condominium Association
c/o Rj Community Mgt. Processing Center
PO Box 97233
Las Vegas, NV 89193-7233

If you have any payment questions, please call the office at 412-550-0003 or email Bill Larrow at Bill@rjcmgt.com.