

# Payment Methods for Condo Fees

## **R&R's Online Portal System**

Set up an account with R&R to pay your fees through their online portal system, Appfolio, which uses electronic payment from a bank account that you designate. Payments made through Appfolio will be free when using your bank's routing and account number. If you use the online portal to pay your monthly condo fee, you may need to update the amount of your payment to reflect any new condo fee that goes in effect on the January 1.

The online portal (Appfolio) allows you to schedule your payments in one of three ways.

- 1) The first option is to log in on a monthly basis and choose the amount of your payment.
- 2) The second option is to set up a recurring payment for a set dollar amount to be paid on the date of your choosing. If you have a recurring payment set up through the online portal, you must either change the existing payment to reflect a new condo fee, OR delete the existing recurring payment and set up a new recurring payment to reflect the new fee.
- 3) The third option is to set up a recurring payment to pay the full balance of your account due on the date of your choosing. Please note that by selecting this option, ALL charges to your account, will be paid. (Condo fees, late fees, violation fees, etc will be paid). If you just want a recurring payment of your condo fee only, then select option 2.

**N.B.** Payments made through debit or credit cards are charged a fee through the Appfolio payment portal.

To set up an account, follow the link below and select **“Request access to the payment portal”** at the bottom of the displayed screen:

[R&R Realty Management, LLC \(appfolio.com\)](http://appfolio.com)

Should you have any questions, please contact your communities manager at 508-234-3414 or email at [April@RRRmgt.com](mailto:April@RRRmgt.com)

## **Bill Pay**

If you use your personal bank's online banking system, please use the Payee and Payment address below to send your payments:

Payee: Liberty Estates  
Condominiums R&R Realty  
Management, LLC  
971 Providence Road  
Whitinsville, MA 01588

## **Payments via US Mail**

If you mail in your payment, please use the address above. Be sure to include your unit address on your check. Payments are applied to the oldest balance due unless otherwise specified.

## **Payments in Person**

If you wish to stop by our office in Whitinsville, our office hours are Monday through Friday from 9:00 am – 5:00 pm. There is also a drop box should you visit us during non-business hours. Ensure your check is in an envelope addressed to Liberty Estates Condominiums. Payments received after business hours and on weekends will be applied the next business day.

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Creating an account with R&R will allow you to perform the following tasks through their portal:

On-Line Payment	Check your account	Modify your Profil
Upload Proof of Insurance	Submit Maintenance Request	View R&R Help/FAQ's
Submit Architectural Request		