



VANTAGE

COMMUNITY MANAGEMENT



Online Payments with PayLease



Vantage now offers a way to make payments for your account online with a debit card, credit card, or e-check using PayLease, a third-party provider. Payments to the association will be processed electronically – eliminating paper and check processing, and reducing cost, to your Association. Please review the instructions listed below for more information.

FOR FIRST TIME USERS

- Visit www.PayLease.com
- Click on the SIGN UP link located in the upper right corner of the webpage
- Click on the Homeowner REGISTER button
- Click the REGISTER TO PAY ONLINE NOW button
- Follow the instructions listed on the PayLease website

You will be prompted to enter your account number with Vantage. You will need to enter the account number exactly as it appears on your statement (e.g. XXX*123). If you are already set up with the Vantage ACH service, please contact us in writing to cancel this service, otherwise you may be charged twice for your assessments. Email Vantage at accounting@vantagecommunities.net. **Vantage is not liable for any duplicate payments or resulting bank fees made due to ACH automatic withdrawal.**

PayLease allows homeowners to schedule payments at their convenience. However, you must schedule your payments in accordance with your association's delinquency/collection policy. **If your account is not brought to a zero balance by your association's due date, your account may incur delinquent charges.** Please allow at least three business days for processing.

Please note there is a surcharge for making any payments online. The surcharge varies for those payments made directly from a bank account and those made with a debit or credit card. **Surcharges are paid directly to PayLease; surcharge funds are not retained by Vantage or the association at any time.**

If you are having trouble registering online, please click on the HELP link located on the PayLease website for a list of FAQs. If you have any account balance inquiries, do not contact PayLease. You will need to login to your account through your association's website. You can access your account by visiting www.vantagecommunities.net, scrolling over RESOURCES at the top of the webpage, and clicking on OWNER LOGIN.

If you have any questions or concerns, please contact Vantage at (360) 455-4464 or email us at hoa@vantagecommunities.net.