

**PAYMENTS ARE NOT PROCESSED AT OUR BRANCH LOCATION!
IF PAYMENTS ARE RECEIVED AT OUR BRANCH LOCATION, WHETHER THROUGH THE MAIL
OR IN PERSON, THE PAYMENT WILL BE DELAYED IN POSTING UP TO TEN (10) BUSINESS
DAYS AND YOUR ACCOUNT MAY INCUR PENALTIES!**

Assessments are due and delinquent according to the dates referenced on your payment coupon. Any assessment not paid by applicable dates will accrue interest and/or late fees and penalties per month until the account is brought current. Non-compliance may result in your account being turned over for legal collection proceedings.

*******PAYMENT OPTIONS*******

PAYMENT THROUGH TOWNSQUARE...To access your account online:

1. **Register** using your **Account ID** (without dashes) and **Zip Code**
2. **Login at:** <https://app.townsq.io/login>
3. **Download** the app and start experiencing community your way!



www.townsq.io

Note: If you have more than one account you will be able to link them and have only one login.

There will be a convenience fee charged to process each of your payments and you will be alerted of this charge before final submission. Recurring payments may be set up also.

*** MAILING CHECK OR MONEY ORDER PAYMENT**

Please make sure to mail your payments to the address listed on your coupon. Your payment must be made by check or money order; **do not send cash.** Only payments with coupons should be mailed to the lockbox address on the coupon to avoid a delay in posting of your payment. Allow 7-10 business days for mailing through USPS. **Please write your account number on your check or money order and make check payable to your Association name.**

*** ON-LINE BANKING PAYMENT**

If you prefer to make a payment using your online bill paying service, your account number must be referenced on your check. Allow 7-10 business days for mailing through USPS from your online bill payment provider service. Please make sure the correct mailing address is being used from your payment coupon when setting up and the check is made payable to your Association name.

Partial payments can be made prior to the due date. In the event you are not able to make payment in full by the due date, please contact us below to discuss a payment plan option. If you are serving on active military duty, you may have special rights or relief related to this enforcement action under federal law, including the Service Members Civil Relief Act (50 U.S.C. app. Section 501 et.seq.).

Questions? Call 713-329-7100
Monday – Friday 8:30 a.m. – 5:00 p.m.
www.pmgouston.com