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Millersville, MD 21108  
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*ProCom*  
Professional Community  
Management, Inc.

## **PLEASE READ**

### **IMPORTANT INFORMATION REGARDING YOUR ASSESSMENT PAYMENT**

Please make your assessment payments promptly; payments processed after the due date are subject to late fees and collection costs.

When making your payment, make sure the check is payable to your [Community's Name] c/o ProCom, and mail your payment and coupon to PMB/ Box #134, 211 East Lombard Street, Baltimore, MD 21202-6102. (Note: Payments sent to the Smart Street PMB/BOX without the proper coupon will not be processed).

#### **OTHER PAYMENT OPTIONS:**

To make a one-time **payment online** or to setup a recurring payment online (only applies to assessments due monthly), please visit [www.smartstreet.com](http://www.smartstreet.com). (Note: A recurring payment online may require periodic updating if there is an assessment increase).

If you would like to set up an **automatic debit** for your account please visit [www.procomgt.com](http://www.procomgt.com) to obtain the form (ACH Debit Form) and instructions. (Note: Automatic debit payments are automatically updated for assessment increases.)

If you would like to make a **payment without a coupon** you may send your check to ProCom at 1111 Benfield Blvd. Suite 110, Millersville, MD 21108. Make sure your account #, address and name are marked clearly on the check.

\*All information on checks, applications and online prompts must be entered correctly in order to ensure the proper processing of your payment(s). If you are making an **electronic payment**, only enter your account number- no dashes or additional words.\*

If you need additional information on your account, please do not hesitate to contact your Association Manager or Smart Street directly at 1-888-705-0600.