

## Payment Options

At this time, SBB Management Company offers the following payment options:

1. Pay with Mutual of Omaha Bank online at [www.mutualpaypropertypay.com](http://www.mutualpaypropertypay.com)

When you pay online at Mutual of Omaha Bank you can make a One-Time payment by clicking 'Pay Now'. To make a One-Time transaction, fill in all of the required information – It will ask for (3) sets of numbers which are located on the bottom edge of your statement, coupon or Reminder. Once you fill out the required information you can choose if you want to make the payment by eCheck or with a Credit or Debit Card. Paying by eCheck is \$1.95, paying with a Credit or Debit card incurs a processing fee (disclosed on website). Recurring Payments - You can also set up recurring payments. To do so you must first create an account. Then choose the recurring payment option.

*IMPORTANT-please be aware that you will be responsible for making any changes due to increase/decrease in assessments, sale of property or expiration of credit/debit card, etc.*

If you have any questions or need assistance with the Mutual of Omaha website, please call 1-866-800-4656.

2. Pay online at [www.sbbmanagement.net](http://www.sbbmanagement.net)

To pay online using this option you can enter your login information and once you arrive at your community portal you can click on 'My Account' from the menu and then click on 'Pay Now' which will take you to the payment site (Paylease). If you have not registered for your community portal then you will need to register by clicking 'initial login' under the SBBGo login area. Once you register and access your account you can pay online by clicking 'Pay Now'.

eCheck payments (deducted directly from your checking account) incur a fee of \$1.95

Credit or Debit Card payments incur a processing fee that is based on the amount of your payment. The total fee will be disclosed prior to completing the transaction.

Recurring Payments - You can set up recurring payment(s) to have payment(s) automatically deducted and applied to your account.

You can also make payments over the phone by calling 1-866-729-5327. This is the number of the service provider (PayLease).

If you have problems with your log in information, please call or email Mark Carstensen with SBB Management Company at [emailus@sbbmanagement.com](mailto:emailus@sbbmanagement.com) or 972-960-2800 x315.

If you have problems with the payment service or need assistance in making a payment, please call PayLease at 1-866-729-5327.

3. Pay via check or certified funds (please include your account#) by mailing to:

SBB Management Company  
12801 N Central  
Expressway, Suite 1401  
Dallas, TX 75243

or by mail with a coupon to the lockbox:

SBB Processing Center  
P.O. 60875  
Phoenix, AZ 85082-0875