

REMINDER!

This is a courtesy reminder that your January 2025 Assessment that was recently posted to your account is due no later than January 31, 2025. **If you have already submitted your payment for the assessment, please disregard this notice.** For your convenience, we have provided the mailing address and online payment instructions below.

Mailing payments: Please be sure to include your account number on your check/money order.  
SOHO Square Master Property Owners Association Inc.  
C/O Essex Association Management  
P.O. Box 52330  
Phoenix, AZ 85072

To pay online please go to <https://propertypay.firstcitizens.com/>. If you have not already done so, you will need to register to make recurring online payments. You may pay by E-Check or Credit Card. One-time payments are also available for both payment types, and registration is not required. **When making a payment online you will need to enter Management Company ID #3136, Association ID #825, and your 7-digit account number.** Please keep this information handy for future payments as well.

You can also pay online at <https://payments.atgpay.com>. If you have not already done so, you will need to register to make recurring online payments. **When making a payment online you will need your 7-digit account number.**

If you need to make a payment by phone, please call PayLease/Zego at 866-729-5327 or you may visit [www.gozego.com](http://www.gozego.com).

**Additional convenience fees apply for all payment options.**

Should you have any questions, please do not hesitate to contact us at [billing@essexhoa.com](mailto:billing@essexhoa.com) or you may submit a web submission using the contact us tab at [www.sohosquarepoa.com](http://www.sohosquarepoa.com).

**Please be advised that the call and email volume is heavy at this time of year. For the fastest response time please use the web submission process.**

Sincerely,

Board of Directors,  
SOHO Square Master Property Owners Association Inc.  
By Essex Association Management, L.P., Managing Agent