



GRANT PROPERTY MANAGEMENT
7124 North Nob Hill Road
Tamarac, FL 33321
Phone: 954-718-9903
gpm Broward@grantmgmt.com

April 22, 2025

Dear Homeowner,

We are pleased to welcome Victoria Square Condominium Association to Grant Property Management and to announce the acquisition of Consolidated Community Management (CCM) by Grant Property Management (GPM). With this change, you can now expect a higher level of service with GPM.

IMPORTANT PAYMENT INFORMATION: Please update your method of payment **immediately**. The following methods of payment will be available starting on **MAY 1, 2025**.

**PLEASE NOTE THAT YOU WILL NOT HAVE ACCESS TO THE PORTAL UNTIL MAY 1, 2025.
PLEASE DO NOT TRY TO REGISTER ON THE PORTAL PRIOR TO MAY 1, 2025**

1. **Online Payments and Login Information:** To make online payments using either e-check or credit cards. Go to our website: <https://grantmgmt.cincwebaxis.com> - Click the **"Register"** button and complete the information required. Once your registration request is validated you will receive an email with a link to set your password. Log in with your email address and new password to make payments and access information about your account and community. **AS WE TRANSITION, HOMEOWNER BALANCES WILL NOT BE UPDATED FOR 30 DAYS AND LATE FEES WILL BE WAIVED FOR THE STARTING MONTH.**
2. **E-Check or Credit Card:** Payments can be made through the homeowner's portal. There is a **\$3.49 E-check fee** and a **3.25% Credit Card fee** charged by the third-party provider.
3. **Automatic Debit (ACH):** **ACH is at no charge** and if you would like your account to be set for automatic withdrawal from your bank account, please complete the enclosed auto-debit authorization form and return it by mail or email at gpm Broward@grantmgmt.com.
*Online payments will be enabled with the following month's payment.
4. **Lockbox Service & Bank Bill Pay:** Please note that if you are currently paying your assessments using an online bill payment service or pay online through your personal bank's online payment service; you **must delete** your current setup and add a new payee to ensure your payment is posted promptly.

PLEASE UPDATE THE LOCKBOX ADDRESS IMMEDIATELY:

Victoria Square Condominium Association, Inc.
C/O Grant Property Management
P.O. Box 162040
Miami, FL 33116



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Please see the attached statement for your May 1st payment. If your association approves coupons, you will be receiving them within the next couple of weeks. The website to the homeowner's portal will have the opportunity to take advantage of the following services:

1. **ACCOUNT INFORMATION:** Access your account history and balance information by clicking on the Account Information link on the left side of your screen.
2. **WORK ORDERS:** Submit work orders, attach photos for reference, and check on their status. This tab can be found under "Account Info"
3. **ACC REQUESTS:** Submit ACC Requests and check their status.
4. **VIOLATIONS:** Reply to the violations issued to your property.
5. **DOCUMENTS AND FORMS:** All association documents can be found here.
6. **BOARD MEMBER SPECIFIC:** All Board Member-associated information.

Be sure to register your account online to access the homeowner's portal. If you have a second property within the community, please see the instructions below for adding a second unit to the registration:

- Go to the right corner Click on Your Name > Switch account > Select Account > (Switch Account / Add Additional Property)

Please complete the **Resident Information Sheet** and return it to our office by mail or email. If you have any questions regarding payment options or logging into the homeowner's portal, please call us at 954-718-9903 or email at: gpmibroward@grantmgmt.com.

Our in-house Support Team can address most requests within 24 – 48 hours. Simply email your requests to gpmibroward@grantmgmt.com and below are some additional helpful links as well:

- Homeowner & Payment Portal: <https://grantmgmt.cincwebaxis.com/>
- Estoppel and Condo Questionnaire Requests: <https://grantmgmt.condocerts.com/resale>
- Sale/Lease Applications: <https://tenantevaluation.com>

Welcome Aboard!

Grant Property Management

MAINTENANCE FEE AUTO DEBIT AUTHORIZATION

ASSOCIATION NAME _____

NAME : _____ PHONE: _____

PROPERTY ADDRESS _____

PAYMENT FREQUENCY (Circle) Monthly / Quarterly /SEMI ANNUAL

START MONTH _____

NAME OF BANK _____

ABA / ROUTING # _____

ACCOUNT # _____ (VOIDED CHECK ATTACHED)

I HAVE INCLUDED A BLANK VOIDED CHECK AND AT THIS MOMENT AUTHORIZE MY FINANCIAL INSTITUTION TO DEBIT MY ACCOUNT IN THE NAME OF MY HOMEOWNERS ASSOCIATION. I UNDERSTAND THIS DEBIT WILL APPEAR ON MY BANK STATEMENT UNDER THE DESCRIPTION OF THE ASSOCIATION LOCKBOX. I ALSO REALIZE THE AUTO DEBIT WILL APPEAR ON MY BANK STATEMENT ON THE 5th IF THE GRACE PERIOD IS 10 DAYS, ON THE 10th DAY IF THE GRACE PERIOD IS 15DAYS.

***To enroll in ACH, your beginning balance must be paid in full, and your account must have a zero balance. Please note that the processing of your request will take up to 15 days. If you are submitting this request fewer than 15 days before your payment due date, you will need to select an alternative payment method for the upcoming payment.**

Furthermore, I understand that this auto debit will remain in effect until I notify my association in writing at least 30 days prior to canceling the auto debit. I also authorize the association to adjust the auto debit amount in accordance with maintenance fee increases approved in the budget.

SIGNATURE: _____

DATE: _____

PLEASE RETURN COMPLETE FORM ALONG WITH A VOIDED CHECK TO:

**GRANT PROPERTY MANAGEMENT
7124 NORTH NOB HILL ROAD
TAMARAC, FL 33321**

GPMBROWARD@GRANTMGMT.COM

Tel: 954-718-9903

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C/O Grant Property Management
7124 North Nob Hill Road
Tamarac, FL 33321
Phone: 954-718-9903

Resident Information Sheet
(Confidential - Property Management Use Only)
PLEASE TYPE OR PRINT CLEARLY

Owner Information

Owner's Name: _____

Owner's Name: _____

Email Address: _____ Email Address: _____

Phone: _____ Phone: _____

Property Address

Street Address: _____

Unit Number: _____ Building Letter: _____

City: _____ State: _____ Zip Code: _____

Is this your Primary Address: ___Yes ___No

Alternate Address to send US Mail (IF THIS IS NOT YOUR PRIMARY ADDRESS):

Street Address: _____ Unit Number: _____

City: _____ State: _____ Zip Code: _____

If Tenant Occupied

Tenant's Name: _____

Tenant's Name: _____

Email Address: _____ Email Address: _____

Phone: _____ Phone: _____

PLEASE RETURN THIS FORM VIA EMAIL: [GPMBROWARD@GRANTMGMT.COM](mailto:gpmbrownard@grantmgmt.com) OR BY MAIL

**Grant Property Management
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Introducing Grant Mgmt

A Homeowner and Board App from Grant Property Management that lets you manage your home needs wherever, whenever.



Homeowner App Features:

- View and update account information
- Make online payments
- View association documents
- Submit architectural requests
- And keep up with news about your community

BONUS! Exclusive Board Member Features:

- Board documents
- Community ACC requests
- Accounts receivables reports
- Community violations



Apple Store



Google Play



GRANT PROPERTY MANAGEMENT

Powered By

CINC
systems