



TO: All Rental Customers

FROM: Real Property Management, Inc.

Your Rental Department now offers an alternative method for paying your monthly rental fee. This is an ACH program that automatically pays the rental for you. Real Property Management on behalf of your Rental Department, and through Real Property Management, Inc. bank, administers this plan.

Instead of taking time to write the check and get it to the management rental office in time, this method deducts the payment from your account automatically. **NO** more hoping the check does not get lost in the mail (now it won't be late). **NO** more making special arrangements when you are on vacation. **NO** more concerns of late charge, (that's a \$50 saving for one month alone).

Millions of consumers use similar services daily. And, you remain in control since you can change the service at any time upon prior written notice.

The system will work if you have your account with a bank, savings and loan, or credit union located in any state in the United States.

This is how it works. Instead of writing a check and mailing it or dropping it off at the management office, the ACH system collects the payment from your bank account automatically and deposits it into your Association's account, approximately on the same date following each due date. Your bank account statement will show that your payment has been made.

Here are the conditions to the service:

- Ø Your bank account must be with a financial institution in the United States.
- Ø Your monthly rental fee will be paid approximately the same day after each due date. It may vary depending if the day falls on a weekend or holiday.
- Ø The amount deducted from your account will be equal to your monthly assessment as outlined by your lease and as notified of any changes in rental amount through your lease renewal by your Management office, through Real Property Management, Inc.
- Ø If your payment cannot be processed due to insufficient funds or returned NSF, the Association may charge your account late charges and assess your account for any associated bank fees.
- Ø Any automatic payments returned may terminate your use of the ACH system. Otherwise the service will continue until you send written notice to terminate.

Simply select the bank account you want to use, complete the enclosed Authorization Form. Supply a VOIDED or PHOTOCOPY of the CHECK, from that account and return them to Real Property Management, Inc. *(Make sure you supply the CORRECT Routing Number of your bank!)*

You will be notified by mail as to when your first payment will be deducted from your account.

DIRECT DEBIT AUTHORIZATION

Complete and return the application below to:

Real Property Management
9054 Cotter Street
Lewis Center OH 43035
Fax 614-792-9174

INCLUDE A VOIDED CHECK, OR PHOTOCOPY OF YOUR CHECK. *Please do not substitute a deposit slip for voided check; the routing number may differ and cause your debit to be rejected.*

For savings accounts only: Include deposit slip, and check with your bank to be sure of the routing number.

Payments will be withdrawn on the 5th of each month, or the first business day thereafter. Thank you for using your association's direct debit option!

Name: _____ KEEP THIS PORTION

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Bank routing number: _____ Account number: _____

Checking Savings Other

I authorize my Association to initiate entries to the account listed above to make my monthly association fee payment, plus return charges when applicable. I will notify Real Property Management, in writing, if at any time I decide to cancel the service.

Signature _____ Date _____ Monthly Fee _____

Name: _____ RETURN THIS PORTION

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Bank routing number: _____ Account number: _____

Checking Savings Other

I authorize my Association to initiate entries to the account listed above to make my monthly association fee payment, plus return charges when applicable. I will notify Real Property Management, in writing, if at any time I decide to cancel the service.

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