

Direct Payment Authorization Form

We are pleased to offer you the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account.

Benefits of the Direct Payment Plan:

- It saves time—fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner- even if you're on vacation or out of town.
- Your payment is always on time—it helps maintain your good credit.
- It saves on postage.
- It's easy to sign up for, easy to cancel.
- No late charges.

Here's how it works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payment will be made automatically on the specified day. And proof of payment will appear on both your bill and the statement you receive from your financial institution. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

All you need to do is:

1. Mark the box before the type of account to indicate whether the payment will be made from a checking or savings account.
2. Fill in your name, your financial institution name and location, and date.
3. Attach a void check for verification of all financial institution information. If you are unable to attach a void check, please fill in your account number and checking/savings account number located on the bottom of your checks.
4. ***SIGN THE FORM!***

Please complete the information below.

I authorize _____ to initiate electronic debit entries to my
(indicate Apartment Community Name)

Checking (or) Savings account for payment of my monthly rent.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Financial Institution Name: _____

City & State: _____

Financial Institution Routing No: _____

Checking/Savings Account No: _____

Amount to be Deducted Monthly: _____

Name: _____

Phone Number: _____

Signature: _____

Date: _____