

Authorization for Automatic Payment

(Only one auto pay account per unit)

Property Address: _____ Unit #: _____

Tenant #1 Name: _____ Tenant #2 Name: _____

Tenant #3 Name: _____ Tenant #4 Name: _____

Initial monthly rental rate/amount to be deducted: \$ _____

☐ Checking

☐ Savings

I hereby authorize _____ to charge my bank account the monthly rental amount due, as described above. This authorization will remain in effect until my tenancy is terminated or until _____ has received written notification from me of an account change (which must be received by _____ by no later than the 20th of the previous month for which the rent is due, and at which time a new authorization must be completed by me reflecting the account change). I further agree that this authorization will remain in effect in the event that my monthly rental rate increases, and that the authorization will include any miscellaneous fees and charges I may occur (e.g., NSF fees, late fees) provided that I have been given timely, legal notice in the event of a rent increase, and that I have been given, at least one week in advance, an itemized statement of my account balance reflected any charges in excess of my then-current monthly rental rate.

Signed: _____

Signed: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

(All Authorized Check Signers Must Sign)

ATTACH VOIDED

CHECK HERE

Office Use Only:

Enter into ACH Program

Initials: _____

Date: _____

Enter into Building Spreadsheet

Initials: _____

Date: _____

Hard Copy to Binder

Initials: _____

Date: _____

Completed Copy to Tenant File

Initials: _____

Date: _____