

MAINTENANCE FEE "AUTO PAY" AUTHORIZATION

In order to have the Autopay program begin automatically deducting maintenance fees from your checking account, please fill out the information below and attach a blank check "void". **If your Association is a sub-association belonging to a master association, you will need to complete two separate applications.**

Please complete each and every item below

And return form(s) with an **original** voided check to:

**America's Community Management, LLC
100 South Pine Island Road, Suite #102
Plantation, Florida 33324, U.S.A.
Attn: Accounts Receivable Dept.**

ASSOCIATION NAME: _____

UNIT OWNER NAME: _____ ACCT NO. _____

PROPERTY ADDRESS: _____

CONTACT NUMBER(S) _____

E-MAIL ADDRESS: _____

MONTH START DATE: _____

(Allow 30 days from the date mailed. AUTOPAY will not start until notification has been return mailed to you).

ASSESSMENT FREQUENCY: _____ Monthly _____ Quarterly

CURRENT ASSESSMENT AMOUNT: \$ _____

NAME OF YOUR BANK: _____

NAME ON BANK ACCOUNT: _____

I HAVE INCLUDED A BLANK, VOIDED CHECK _____ (← Initial here) Form will be incomplete without your initials.

I HEREBY AUTHORIZE MY FINANCIAL INSTITUTION TO DEBIT MY ACCOUNT IN THE NAME OF MY HOMEOWNERS/CONDOMINIUM ASSOCIATION.

I UNDERSTAND THAT:

1. My account must be current with a zero balance due before Autopay will activate.
2. Notification of Autopay activation date will be mailed to you. **Until your notification has been received, monthly payments must continue to be pay as established with your Association.**
3. This debit will appear on my bank statement under the description of association lock box, and
4. That the debit will appear on my bank statement between the 5th and 10th working days of each month if a monthly assessment, or the 5th and 10th working day of the first month of the quarter, if a quarterly assessment.

The auto debit will remain in effect until I notify my association in writing 30 days prior to cancelling the auto debit. I hereby grant the association the right and authority to amend the auto debit as maintenance fees are amended by the Board of Directors.

SIGNATURE: _____

DATE: _____