

## DIRECT DEBIT APPLICATION

**MEM Property Management** is pleased to offer you a new service - Direct Payment Plan. Now you can have your maintenance fee payment made automatically from your checking account. And, you won't have to change your present banking relationship to take advantage of this service.

**The Direct Payment Plan will help you in several ways:**

- \* It saves time - fewer checks to write
- \* Helps meet your commitment in a convenient and timely manner even if you're on vacation or out of town
- \* No lost or misplaced statements, your payment is always on time it helps maintain good credit
- \* No late charges
- \* It saves postage
- \* It's easy to sign up for, and easy to cancel

**Here's how the Direct Payment Plan works:**

You authorize regularly scheduled payments and any scheduled special assessments to be made from your checking account. Then, just sit back and relax. Your payments will be made automatically on the specified date. Proof of payment will appear on your monthly statement. Keep in mind that it is your responsibility to check your statement to ensure the payment was deducted.

**The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.** If the amount of your payment changes, we will notify you at least 10 days before payment date.

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return.

### AUTHORIZATION FOR DIRECT PAYMENT OF CURRENT MAINTENANCE FEE

I authorize **MEM Property Management** and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying **MEM Property Management** and my financial institution 3 days before my account is charged. I understand that if an item is returned, I will be responsible to pay a return item fee.

\_\_\_\_\_  
(Name of Financial Institution/Homeowner Bank Name) (Branch)

\_\_\_\_\_  
(City) (State) (Zip Code)

Homeowner Bank Account No. \_\_\_\_\_

Bank ABA No. \_\_\_\_\_

**A VOIDED CHECK FROM YOUR CHECKING ACCOUNT MUST ACCOMPANY THIS APPLICATION.**

ASSOCIATION NAME \_\_\_\_\_

\_\_\_\_\_  
(Homeowner Street Address - please print)

\_\_\_\_\_  
(Homeowner City) (Homeowner State) (Homeowner Zip Code)

\_\_\_\_\_  
Homeowner Signature/s Homeowner Name-Please Print Date

\_\_\_\_\_  
Homeowner Signature/s Homeowner Name- Please Print Date

This form **MUST** be received by **MEM PROPERTY MANAGEMENT** Accounting Department no later than the 10<sup>th</sup> of the month proceeding activation of service. Mail your completed form to : **MEM Property Management, 35 Journal Square, Suite 1025, Jersey City, New Jersey 07306.** or FAX to: 201-798-8588, Attn: Accounting Dept.