

## AUTHORIZATION FOR AUTOMATIC PAYMENT

We are pleased to offer homeowners an automatic payment option for payment of your monthly Association dues. You will not have to change your present banking relationship to take advantage of this service.

Perks of enrollment are:

- 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 checks, your payment is always on time
- It saves postage

Here's how automatic payments work:

You authorize regularly scheduled payments to be made from your checking account, then sit back and relax! Your payments will be made automatically on the specified day and proof of payment will appear on your monthly bank statement.

Keller Properties, Inc. transmits all automatic payment requests on the fifth (5<sup>th</sup>) of each month. If the fifth (5<sup>th</sup>) falls on a weekend or a holiday, automatic payment will be transmitted on the following business day. This means that your bank will be deducting the payment from your checking or savings account on the 5<sup>th</sup>, or next business day, of each month.

The authority you give to charge your account will remain in effect until you notify us to terminate the authorization. **To cancel the Automatic Payment Authorization, or would like to make a change, please contact Keller Properties, Inc. prior to the 25<sup>th</sup> of the month before payment is to be made.**

Automatic payments are dependable, flexible, convenient, and easy! To take advantage of this service, complete the authorization form and return it to:

Keller Properties, Inc.  
1895 East County Road E Ste 100  
White Bear Lake, MN 55110

If you need further information, please contact Keller Properties, Inc. 651-777-0120

AUTHORIZATION FOR AUTOMATIC PAYMENT

\* I authorize **Glen Oaks Manor Townhouse Association c/o Keller Properties, Inc.**, and the financial institution named below, to initiate entries to my checking account. The authority will remain in effect until I notify you to cancel it, in such time, as to afford the bank a reasonable opportunity to act on it. I can stop payment on any entry by notifying my bank 3 days before my account is charged. I can have the amount of an erroneous charge immediately credited to my account up to 15 days following issuance of my bank statement or 60 days after posting, which ever occurs first.

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Name (Please Print)

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Address of Unit in **Association**

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Daytime Phone

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Evening Phone

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Name of Financial Institution

**Please Circle One:**                      Checking Account

Savings Account

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**Account Routing #** (9 digits)

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**Bank Account #**

On the **5<sup>th</sup> day of each month** (*if the 5<sup>th</sup> falls on a weekend or holiday, automatic payment will be completed on the next business day*), **I authorize Glen Oaks Manor Townhouse Association c/o Keller Properties, Inc.** to initiate electronic entries to my checking account and agree to the terms listed on the authorization for payment of:

Monthly Association Fee:    \$ \_\_\_\_\_

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\* Signature (**Required**)

If payment amount changes, you will be notified prior to withdrawal.

**To cancel or change the automatic payment authorization, contact Keller Properties, Inc. prior to the 25<sup>th</sup> of the month.**