

# ACH DIRECT DEBIT AUTHORIZATION FORM

This form is used for direct debit of your account. You must complete in full and sign the authorization form.

(I)(WE) \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(Unit Owner Name(s) (Name of Association)  
through its agent Advanced Property Specialists, Inc. to initiate debit entries and, if necessary, debit correction  
and adjustment entries to (my) (our) account at the financial institution listed below.

Financial Institution's Name

Financial Institution's Address

City/State

Zip Code

Routing & Transit Number

Bank Account Number

**\*\*\*\*\*Please attach a voided check to this form\*\*\*\*\***

Unit Address

City

State

Zip

Account Type (check one):  Checking

Savings

### Terms and Conditions

\*This authority is to remain in full force and effect until Advanced Property Specialists, Inc. has received written notification from the recipient of its termination in such a time and manner as to afford Advanced Property Specialists, Inc. not less than a 25-day advance notice to act upon it.

\*Furthermore, the customer understands that Advanced Property Specialists, Inc. will not be responsible for, and not limited to, any fee (late fees or finance charges of any kind, etc...) the customer's financial institutions levies on their account, for any reason regarding the direct debit program.

\*The client understands that their payment will be taken out on or around the 5<sup>th</sup> day of every month unless the 5<sup>th</sup> day falls on a weekend or holiday. Then it will be taken out on the following business day. Advanced Property Specialists, Inc. will not make any special arrangements to debit any customer's account other than on the 5<sup>th</sup> of every month. There will be no charge for the initial set up of the direct debit program.

\*If the customer chooses to cancel or stop the program, there will be a \$35.00 service fee made payable to Advanced Property Specialists, Inc. by the customer (unit owner) prior to reestablishing their direct debit program. If the customer (unit owner) changes financial institutions, there will be a \$25.00 fee for updating the new banking information. It is at the sole discretion of Advanced Property Specialists, Inc. to change or modify any portion of the direct debit program without prior notice to the customer/unit owner.

\*The ACH program will only deduct the regular assessment; this program will not pull any other fees such as but not limited to late fees, NSF fees, violation fees and/or special assessment fees. These will need to be paid separately.

I (the customer) have read and understand the terms and conditions to using this service: Initial here: \_\_\_\_\_

Bank Account Owner's Signature

Printed Name

Date (The ACH will be drafted on the 5<sup>th</sup> of the following month from the date above.)