

**ACH - Preauthorized Electronic Assessment  
Payment Services Authorization Card (please print)**

ASSOCIATION NAME(S) \_\_\_\_\_ Assoc Acct Number \_\_\_\_\_

NAME(S) LAST FIRST MI

ADDRESS \_\_\_\_\_

CITY STATE ZIP

DAYTIME PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS – PLEASE TYPE OR PRINT CLEARLY

I (we) hereby authorize **Elite Property Services** hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository (your bank) named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME (Your Bank)

I have a check on file:  If not, send voided check.  
Last 3 digits of Checking Account Number: \_\_\_\_\_

This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

**Additionally, I (initial Here) \_\_\_\_\_ agree to allowing ANY PAST DUE AMOUNT to be drafted via ACH the first month.**

SIGNATURE or Assoc Acct Nnbr (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

## E-statement & E-Doc Signup

*I hereby agree to receive the monthly assessment statement & E-Documents via email delivery to the email address above:*

SIGNATURE or Assoc Acct Nnbr (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

ATTACH VOIDED CHECK WITH THIS AGREEMENT AND FAX OR MAIL BOTH TO ELITE PROP. SVC.:

# Preauthorized Electronic Assessment Payment Service Agreement and Disclosure Statement

*for Electronic Payment of HOA  
Assessments*

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## Agreement & Disclosure

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment (and any applicable back payments on the initial month's draft) ; or less if applicable. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Metro Phoenix Bank.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments or change depository bank at any time without cause and you can terminate this agreement at any time by giving sufficient written notice.

## RETURN TO:

Elite Property Services  
P.O. Box 28139  
Santa Ana, CA 92799  
PH: (714) 357-9111  
(877) 569-6132 Fax  
Elite@EliteHOA.com

## Preauthorized Electronic Assessment Payment Services

### What:

**Elite Property Services** through Metro Phoenix Bank offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

### How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 5<sup>th</sup> and 10<sup>th</sup> day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

**If you have questions or need further information, please call our Homeowners Association experts at:**

Elite Property Services  
P.O. Box 28139  
Santa Ana, CA 92799  
PH: (714) 357-9111  
(877) 569-6132 Fax  
Elite@EliteHOA.com

## ALTERNATIVE BILL PAYMENT OPTIONS

Following are some options for making future Association Assessment payments.

### **FOR EACH OPTION:**

1. Please make payments **payable** to your Association, not to Elite Property Services.
2. Please include your full account number.
3. Please note your Association Property address on the payment.
4. Please use the PAYMENT ADDRESS (see below) for the payment mailing.

### **PAYMENT ADDRESS**

YOUR Association Name  
c/o Elite Property Services (ignore if room does not permit)  
P.O. Box 1499  
Commerce, GA 30529-0029

A) If you choose to sign up for '**Bill-Pay**' with your own bank (nearly 50% of our members pay with this method) follow the directions noted above. You must allow mailing time, as your bank will be processing & mailing a check. Please allow enough time so your payment will be received on or before the 16th day of the month, in order to avoid a late charge.

B) If you choose to sign up for our **ACH** payment draft system (35% of our members use this method): [http://www.elitehoa.com/Forms/EPS\\_ACH\\_Form.pdf](http://www.elitehoa.com/Forms/EPS_ACH_Form.pdf)

- 1) Please print and return the application and a voided copy of a check to us preferably via fax; otherwise via mail or email.
- 2) With this system we will automatically debit your checking account every month; **only** for a single month's assessment; unless authorized by the owner.
- 3) **This is the only method that automatically adjusts for a change in the monthly assessment amount.**

C) If you choose to pay via a **regular check** (about 14% of our members pay with this method) please follow the directions noted above. Please write your account number on the check.

D) If you choose to pay **on-line** through our secure website, via an e-check or credit card (less than 1% of our members pay with this method):

- 1) Be advised that this is the least user friendly system and there are fees.
- 2) Access directions from the following link- [www.elitehoa.com/Forms/cci.pdf](http://www.elitehoa.com/Forms/cci.pdf)

E) If you choose to pay via an e-check or credit card over the phone, (less than 0.001% of our members pay with this method):

- 1) This is the least used method; it takes quite awhile and there are fees.
- 2) Call Paylease at 866-729-5327; Option 1
- 3) Please provide them with our management company name; IN FULL; as there are numerous companies with similar names: **Elite Property Services, Inc.**
- 4) Please provide your Homeowner Association Name and Account Number.
- 5) Please provide your payment information.

We apologize, but we do not accept PayPal, yet. Additionally, we do not accept cash.



# ACH Form Instructions

Welcome to your Association.

Your Association is professionally managed by Elite Property Services.

Elite Property Services offers ACH (Direct Debit from checking accounts). This is the same type of program that is commonly used by utility companies and others.

- ❖ There is no charge.
- ❖ There is no monthly fee.
- ❖ Elite can only deduct one month's assessment; or less if applicable; unless specific permission is provided.

If you are interested in this service, please complete this form and either mail, email or fax it back to us along with a copy of a check with 'void' written across the copy.

Feel free to contact us if you have any questions.

Sincerely,

Mike Kubas  
Elite Property Services, Inc.  
(877) 569-6132 fax  
Elite@EliteHOA.com  
P.O. Box 28139; Santa Ana, CA 92799