

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

ASSOCIATION NAME Account Number

NAME(S) LAST FIRST MI

NAME(S) LAST FIRST MI

ADDRESS

CITY STATE ZIP

DAYTIME PHONE NUMBER

EMAIL ADDRESS – PLEASE 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 named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME

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 ASSESSMENTS to be drafted via ACH in the first month.

SIGNATURE (REQUIRED) DATE

E-statement Signup

I hereby agree to receive the monthly assessment statement via email delivery to the email address provided above:

SIGNATURE (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***

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 5th and 10th 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**



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