

AUTHORIZATION FOR TOWNE'S DIRECT PAYMENT PLAN

Electronic Funds Transfer – "AutoPay"

If you would like to have your rent or association dues automatically paid directly from your bank account:

1. Complete, sign, and date this authorization form. Consider keeping a copy for your records.
2. **Attach a voided check to the form.** (Do not attach a deposit slip.)
 - If you do not have checks for the account you wish to use, you may enclose your account information (ABA/routing number and account number) in another way, provided it is clear and accurate. We can deduct from a savings account, but you must specifically indicate it is a savings in order for the withdrawal to come out correctly.
3. Mail the form to:

Towne Properties
Naples District Office
1016 Collier Center Way, #102
Naples, FL 34110

I, _____, hereby authorize Towne Properties Asset Management
(Name – Please print clearly)
Co., Ltd. to deduct the outstanding balance from my _____ account,
(Name of Your Financial Institution)

for which a voided check is attached, on the third (3rd) day of each month, until further notice.

I understand that charges may possibly change in the future and that Towne has the authority to make the proper withdrawal for those charges without any additional authorization from me.

The month of the first withdrawal from my account is to be _____, 20____. (This form must be received by the 24th of the month prior.)



(Signature) (Date)

Resident Number: T _____

Community Number: _____

Community Name: _____

Unit Address: _____

Daytime Phone: _____

IMPORTANT INFORMATION:

Should sufficient funds not be available in your account on the day of withdrawal (or if the account is closed, frozen, etc.), an NSF fee will be incurred. The second time funds are not available will result in a cancellation of this plan.

To change the account from which your payments are being withdrawn, you may do either of the following. Please provide your Name, Unit Address, and Daytime Phone or E-Mail Address when you contact us:

- ☎ Send a fax to (513) 345-6987 with the new banking information and/or a copy of a voided check from the new account OR
- ☎ Call the AutoPay Dept. at (513) 345-6938.

To discontinue these withdrawals, you may do either of the following, making sure to give 10 days notice. Please provide your Name, Unit Address, and Daytime Phone or E-Mail Address when you contact us:

- ☎ Send an e-mail to Autopay@towneproperties.com OR
- ☎ Call the AutoPay Dept. at (513) 345-6938.

CONDO AND HOMEOWNERS: If you have quarterly, semi-annual or annual dues, we will deduct them only the month when they are due—we cannot change the frequency or redistribute the amounts. Under this plan, Towne will deduct any Special or Additional Assessments approved by your board as part of your outstanding balance.