

**Kenland Court HOA**

C/O L&C Royal Management

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**Authorization Agreement for Automatic Debits (ACH)**

**Bank Draft Payment (ACH) Enrollment**

Complete the detachable ACH authorization agreement form below to enroll in the automatic bank draft payment option. This application must be returned to our office with a VOIDED check. Once activated, your bill statement will display the message "DIRECT DEBIT". The actual withdrawal from your bank account will occur approximately 3 days from the Due Date of your current bill.

**Withdrawal**

You may withdraw from the ACH payment option by completing the detachable stub below. Withdrawal from the ACH payment option will occur after the current maintenance bill has been processed by your financial institution.

**Change of Banking Accounts**

You may change bank accounts by completing the detachable stub below and enclose a VOIDED check from the new bank account once the current maintenance bill has been processed by your financial institution.

**Non Sufficient Funds**

ACH payments returned for insufficient funds will be automatically inactivated from the ACH payment option until reinstated by the unit owner. Please note that a \$15.00 fee for the return payment will be applied as well as late fees. Owner will need to send a Money Order or a Cashier's Check to replace the ACH payment returned.

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**Automatic Debit (ACH) Authorization Form (please print):**

DETACH AND RETURN COMPLETED FORM TO: ENROLL \_\_\_\_\_ WITHDRAW \_\_\_\_\_ CHANGE BANK ACCOUNT \_\_\_\_\_

Name on account _____	<b>Please Check One</b> Checking _____ Savings _____
Property Address _____	Name of Bank _____
Phone # _____	Bank Account # _____
Customer Account# _____	ABA / Route # _____

I authorize Kenland Court HOA to initiate debit entries for payment of maintenance each month and if necessary, to initiate credit entries and adjustments for any debit entries in error to my bank account at the financial institution named above. This authority is to remain in force and effect until Kenland Court HOA has received written notification from me of its termination in such time and manner as to afford Kenland Court HOA and the financial institution a reasonable opportunity to act upon it.

\_\_\_\_\_  
SIGNATURE DATE

**FORM MUST BE SIGNED AND A VOIDED CHECK MUST BE ATTACHED TO ENROLL OR CHANGE BANK ACCOUNTS**