

# Automatic eCheck (EFT) Payments Form

**Owners: Retain a copy of this form for your records**

Property Management will keep this form on file.

Note to Owners: By completing and signing this form, you are giving permission to have your Association Dues payment automatically withdrawn from/charged to your account as directed below.

Property Mgmt Company: Common Cents Property Mgmt, Inc.  
501 Silverside Rd, Ste 38  
Wilmington, DE 19809

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Recurring payment amount: \$ \_\_\_\_\_ (plus any additional convenience fee)

Payment start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (allow 3 business days for processing)

Frequency (check appropriate box):

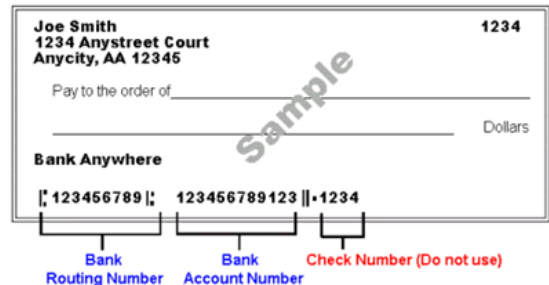
- Weekly       Monthly       Quarterly       Yearly  
 Every 2 weeks       Every 2 months       Every 6 months

Payment End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  OR Until Cancelled

- Checking       Savings

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_



----- **Owner Signature** -----

*I understand that this authorization will remain in effect until I cancel or change it in writing, and I agree to notify the management company in writing of any changes in my account information or termination of this authorization at least 10 days prior to the next scheduled payment date. If the payment date falls on a weekend or holiday, I understand that the payments may be executed as early as the next business day. In the case of a payment being rejected for Non-Sufficient Funds (NSF), I understand that the payment will NOT be processed, agree to make alternate payment arrangements and that I will be subject to an additional \$25 NSF charge. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions reasonably correspond to the terms indicated in this authorization form. I understand that any late fees, fines, violations, special services (pool passes, maintenance items, etc.) and special assessments are NOT covered under this agreement and that this amount will not change unless and until I submit a new form or change it myself by signing in to my online owner account.*

*I hereby authorize the management company above to set up automatic recurring payments for the purposes of paying my regular Association Dues and any associated convenience fees.*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_