

PAY RENT ELECTRONICALLY FROM YOUR BANK ACCOUNT!

It is **Safe, Free, Convenient.** Eliminate checks & the Post Office!

Tenant Enrollment Agreement

1. Complete, sign, and date this Agreement. Keep a copy for your records.
2. Place your blank, voided check (with your name pre-printed) at the top of this form or on a separate page. If you do not have permanent checks or to debit a savings account, submit a letter that is typed on the bank's letterhead and confirms (a) your name, (b) bank routing number, (c) bank account number, and (d) type of account (checking or savings). To debit a business account, submit the same letter plus (e) business name and (f) your authority to sign for the account.
3. Give these materials to your property manager/landlord.
4. Your debit day is the **1st day of each month**. If that day is not a banking day, the debit will occur on the next banking day.
5. To unenroll, contact your property manager/landlord.

Mark Type of Enrollment:

New Enrollment

Bank Account Change

Tenant Name:

Tenant Daytime Telephone #:

Tenant Evening Telephone #:

Tenant Address:

City:

State:

Zip:

Tenant E-mail Address (for notices including rent reminders):

Rent Amount (to be confirmed): \$

Tenant Bank Name :

Routing # (9-digits) :

Bank Account #:

I authorize my property manager or landlord, to initiate debit (and if necessary, credit) entries to my bank account. I understand and agree to the following:

- My debit day is the 1st day of each month (if that day is not a banking day, the debit will occur on the next banking day). A banking day is a business day that is not a US Federal bank holiday. I will be notified of any changes to my debit day.
- In addition to fees assessed to me by my bank, I may be assessed a fee of \$15 for failed payments.
- I acknowledge that debits to my bank account must comply with the provisions of US law.
- I am the tenant at the address noted above. I certify I have full authority to enter into this Agreement.

Tenant Signature :

Name (printed):

Date:

Place voided check here