

Electronic Payment of Condominium Fees

****You must have a zero balance to begin Electronic Payments****

Submit this form before the 25th of the month prior to the month you have indicated below to begin electronic payments. This will allow Cummings Property Management, Inc. to automatically debit your account on or around the 8th of each month for your condominium fees, **including board announced assessments. You must attach a voided check from the designated account with this application. FORM MUST BE SUBMITTED COMPLETE (any missing items and the form will be returned for completion. This could delay the start of your ACH payment).**

YOUR NAME: _____

ASSOCIATION NAME: _____

HOME ADDRESS: _____

CITY, STATE & ZIP CODE: _____

EMAIL ADDRESS: _____

NAME OF FINANCIAL INSTITUTION: _____
(Bank or Credit Union)

FINANCIAL INSTITUTION ROUTING NUMBER: _____
(Must be 9 digits—this number usually precedes your account number at the bottom of the check)

PLEASE CHECK THE ACCOUNT YOU WISH THE FEES TO BE WITHDRAWN FROM ALONG WITH THE ACCOUNT#: (See note above on voided check and below on NSF)

_____ **I ACKNOWLEDGE & APPROVE A \$20.00 (January 1st) ANNUAL PROCESSING FEE**

_____ CHECKING ACCOUNT--- ACCOUNT NUMBER: _____

_____ SAVINGS ACCOUNT--- ACCOUNT NUMBER: _____

A \$30 processing fee will be applied per failed transaction on all payments rejected for any reason,

MONTH TO BEGIN ELECTRONIC PAYMENTS: _____

By submitting this request you are authorizing Cummings Property Management Inc. to initiate entries to your checking/savings account. This authority will remain in effect until you notify Cummings Property Management Inc, in writing, to cancel it in such time as to afford the financial intuition reasonable opportunity to act upon the request. If your condominium fee increases from year-to-year, Cummings Property Management will automatically deduct the new fee on the month the fee increase goes into effect.

YOUR SIGNATURE: _____ **PHONE:** _____

**RETURN THIS FORM TO: Cummings Property Management, Inc.
6190 Taylor Drive
Flint, MI 48507
or Fax: 810-715-5316**