

# Electronic Payment of Condominium Fees

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

Submit this form to allow Cummings Property Management, Inc. to automatically debit your account each month for your condominium fees, **including board announced assessments.**

**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**PLEASE CHECK THE ACCOUNT YOU WISH THE FEES TO BE WITHDRAWN FROM ALONG WITH THE ACCOUNT#: (See note on NSF)**

\_\_\_\_\_ CHECKING ACCOUNT--- ACCOUNT NUMBER: \_\_\_\_\_

(Please attach a voided check from the designated account with this application)

\_\_\_\_\_ SAVINGS ACCOUNT--- ACCOUNT NUMBER: \_\_\_\_\_

**All payments rejected for any reason, a \$30 processing fee will be applied per failed transaction.**

**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.

**PLEASE NOTE:** Special & Additional Assessments, when approved and announced by the Board will be withdrawn from your designated account on or around the 8th of the month (depending on whether the 8<sup>th</sup> falls on a weekend) that the assessment is due, along with the monthly condominium fee. Also, all payments rejected for Non-Sufficient Funds (NSF) will result in a \$30 NSF fee per failed transaction.

**YOUR SIGNATURE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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**RETURN THIS FORM TO: Cummings Property Management, Inc.**

**6190 Taylor Drive**

**Flint, MI 48507**

**or Fax: 810-715-5316**