



PROFESSIONAL PROPERTY MANAGEMENT
OF NORTHERN VIRGINIA, INC.

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14127 Robert Paris Court
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TEL 703-639-1990
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To our owners:

In our continuing efforts to be as efficient as possible, we are pleased to offer the option for monthly owner's checks to be deposited electronically to the bank account of your choice.

What does this do for you as an owner?

- It expedites the transfer of funds between PPM and your bank account.
- It eliminates the need for a paper check and reliance upon the postal service for timely delivery.

Should you be interested in this program, we ask that you sign and date the authorization form below, attach a voided check representing the account in which you would like your proceeds deposited, and return the form to PPM.

Please contact us if you have any questions regarding this new and exciting program.

Sincerely,

President

PROPERTY ADDRESS

SIGNATURE

DATE

**TO SET UP AUTOMATIC TRANSFER OF FUNDS
ATTACH A VOIDED CHECK HERE**