

## **Pay Your Rent Via ACH**

You can pay your rent via monthly ACH debit from your checking or savings account. Simply complete the enclosed form and return along with a voided check (no deposit slips) to our Annandale location. Completed forms and voided checks must be received by the 15<sup>th</sup> of the month in order for ACH debit to be effective the 1<sup>st</sup> of the next month. Forms received after the 15th will be processed and become effective the 1<sup>st</sup> day of the second following month.

### **Please note the following:**

- Only one (1) ACH debit transaction will be accepted per property. This transaction must be for the **full monthly rental amount** due per your lease agreement. We can not process multiple ACH debits or partial payments. If you are on a lease with multiple tenants and wish to participate, please designate one tenant to have the full monthly rental payment withdrawn from their account.
- ACH debits for rental payments will be initiated on the 1<sup>st</sup> of each month.
- REJECTED ACH DEBITS ARE SUBJECT TO RETURN CHECK CHARGE AND APPLICABLE LATE FEES AS PER YOUR LEASE AGREEMENT.

# Automatic Debit and Credit Agreement for Electronic Funds Transfers

I, \_\_\_\_\_, hereby authorize, on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, PPMNVA to initiate electronic debit and/or credit entries to the bank account shown below for monthly rent assessments on the first day of each month, and in the full amount due each month as per my current lease agreement. This authorization will remain in effect until;

- a) I notify my Bank and the above named Company in writing to terminate this agreement and give the Bank and the above named Company reasonable time to terminate said agreement,
- b) The Bank and/or the above named Company has sent me five (5) business days advance written notice of the Bank's and/or Company's termination of this Agreement

I understand that any cancellation in writing will become effective no earlier than five (5) business days after the day the last transaction has cleared and there are no outstanding balances on the account.

Electronic Funds Transfer (15 U.S.C. § 1693): I hereby acknowledge receipt of notice by the financial institution described herewithin of the undersign's liability for an unauthorized electronic fund transfer, duty to promptly report such unauthorized transfers, charges for electronic fund transfers, the right to stop payment or pre-authorized electronic fund transfers, procedure to initiate such stop payment order, the right to receive documentation of electronic fund transfers, and the Bank's liability pursuant to the Electronic Funds Transfer Act found at 15 U.S.C. § 1693, ex el., and as against Intercept Corporation, waives all rights thereunder.

\_\_\_\_\_  
TENANT NAME

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
DATE

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ROUTING (ABA) NUMBER

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ACCOUNT NUMBER AT FINANCIAL INSTITUTION

**SELECT TYPE OF ACCOUNT:** CHECKING    SAVINGS

Your Signature: \_\_\_\_\_  
Authorized Signature

***A VOIDED PERSONAL CHECK MUST BE ATTACHED TO THIS AUTHORIZATION FOR VERIFICATION  
OF ALL CHECKING ACCOUNT INFORMATION***