

AUTOMATIC DRAFT OF
ASSOCIATION DUES

Your Association offers the convenience of Automatic Direct Draft for your monthly association dues. What this Automatic Direct Draft does is draft (debit) your monthly assessment from your bank account each month. This eliminates the need for you to write monthly checks and simplify the workload for you as well as your administration staff.

To set up this Automatic Draft, complete the following authorization form and return it to us with a voided check.
Please send this form to the below address:

MGR Property Management
HOA Division
3800 Concourse Street, Suite 100
Ontario, CA 91764

The options below will be deducted between the 1st and 9th of every month. This service can be cancelled at any time by notifying MGR Property Management in writing.

*****IN ORDER FOR ACH TO BE PROCESSED YOUR ASSESSMENT ACCOUNT MUST HAVE A ZERO BALANCE*****

AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFTS

In consideration of the goods, products and/or services provided to me by MERCHANT, as listed above, I hereby authorize MGR Property Management, to initiate a debit entry to my checking account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account for the amount listed below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Please begin the ACH debits with the payment due for the next month.

Dues will be deducted between the 1st and 9th of each month.

This authority shall remain in full force and effect until MGR Property Management or your bank has received written notification from me of its termination, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

This Authorization is Non-Negotiable and Non-Transferable.

Name of Financial Institution: _____

Branch (City, State, Zip): _____

Routing (ABA) #: _____

Bank Account #: _____

Account # Owner's Name: _____

Association Name: _____

Property Address: _____

Phone: _____

Print Name: _____

Signature: _____ Date: _____