

# ADDENDUM E – OPTIONAL

## TENANT AUTO – DEBIT RENT PAYMENT PROGRAM (ACH FORM)

We are pleased to offer you an Auto-Debit Rent Payment Program for your rental payments. Now you can conveniently have your monthly rental payment debited automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

**Advantages of participating in the auto debit plan:**

- Ensure your rent payments arrive on time, and reduce the chance of incurring a late fee.
- Reminder: We DO NOT waive late fees.
- Eliminate risk of lost or misplaced checks.
- Payment is made automatically, there is no remembering involved.
- This is controlled by YOU. It can be stopped at anytime via online portal.
- Avoid costs of postage, and the drive time of going to the post office

**Here's how the auto debit plan works:**

Scheduled rent payments will be taken out on the **first (1<sup>st</sup>) business day after the third (3<sup>rd</sup>)** of each month. The funds will be taken out of your choice of a checking or savings account. Then, just sit back and relax. Proof of payment will appear in your Online Resident Portal. The auto debit plan is dependable, flexible, convenient and easy, and you are always in control.

**Financial Institution / Account Information**

**Name** \_\_\_\_\_ **Branch** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**ABA No.** \_\_\_\_\_ **Account No.** \_\_\_\_\_

**Account Type:**     **Individual/Personal**     **Business**

**Account Make:**     **Checking**     **Savings**

**Effective/Start Date:** \_\_\_\_\_ (The first date we pull electronically from account)

I authorize Kalles Properties Inc. (d/b/a Compass Property Management) to initiate electronic debit entries from my checking or savings account utilizing the automatic clearing house (ACH). I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

\_\_\_\_\_

Print Name
Signature
Date

### ATTACH VOIDED CHECK HERE

Jane A. Doe 3680  
 1000 Main St. Date \_\_\_\_\_  
 Anywhere, USA 10001

PAY TO THE  
 ORDER OF \_\_\_\_\_ \$   
 \_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_ X \_\_\_\_\_

⑆ 123456789 ⑆ 11484620040 ⑆ 3680

Transit/ABA No.
Account No.