

ACCORD CONDOMINIUM MANAGEMENT CO.

Dear Homeowner:

Accord Condominium Management Company provides you with the option of using an automatic debit service to simplify the payment of your monthly Association assessment. There is no cost to the individual owner. This service will automatically deduct the amount of your monthly assessment, on the 11th day of each month, from your designated account. With the automatic debit service, you will have the peace of mind of knowing that your payment will always be made on time.

When the monthly assessment amount changes, our office will notify the bank to change the amount of the deduction.

The service requires that a "Prenote Process" be performed for all new subscribers to this service. The "Prenote Process" consists of sending your 'Routing Number' and 'Account Number' through the system to verify that they are correct and recognized by your banking institution. This "Prenote Process" requires ten (10) days to complete and must be performed before the first automatic debit function may be processed against your bank account. There is a \$50.00 Return Item charge added to the owner's account if funds are not available, or if a bank account is changed prior to the debit being processed. Two returned items in any six-month period would automatically remove that owner from the program. Penalties or miscellaneous charges must be paid by check using the regular monthly statement voucher.

If you would like to take advantage of this service, please complete the "Authorization Agreement For Pre-Authorized Payments" (ACH DEBITS) form enclosed with this letter and return to the bank with your assessment check or to the address listed below. If you elect to join the program, any "Authorization Agreement For Pre-Authorized Payments" forms received ***before*** the **20th** of any month should be processed through the "Prenote Process" and be active for the following month's payment processing. **Accord Management will send you a postcard or E-mail confirming the starting date of your automatic payments.**

Even when you are enrolled in ACH, you will continue to receive a statement from Accord Management each month. Please review this statement and pay close attention to any enclosed correspondence; this is our primary means of communicating with you about your community.

If you have any questions about the service, please do not hesitate to contact us.

Sincerely,

Accounting Department

Section I

Country View Condominium Association (herein referred to as "the Association")

I (we) hereby authorize the Association to initiate debit entries to my (our) checking account for monthly assessments. Indicated below is my (our) bank and bank account number to which said debit entries should be applied.

Section II

BANK ACCOUNT INFORMATION

Bank Name _____

City _____ State _____

Account Holder(s) Name _____

Bank Routing Number _____

Bank Account Number _____

ACCOUNT HOLDER IS REQUIRED TO CALL THEIR FINANCIAL INSTITUTION TO VERIFY THAT ELECTRONIC DEBITS WILL USE THE SAME ACCOUNT NUMBER AND ROUTING TRANSIT NUMBER AS PROVIDED ON THE ACCOUNT HOLDER CHECK. IF THE FINANCIAL INSTITUTION USES A DIFFERENT ROUTING NUMBER FOR ELECTRONIC TRANSFERS, IT IS THE ACCOUNT HOLDER'S RESPONSIBILITY TO PROVIDE THAT INFORMATION ABOVE.

Section III

Homeowner Information

Print Name(s) _____

Association Account Number _____ Phone # _____

Property Address _____ E-Mail _____

Mailing Address _____

This authorization is to remain in full force and effect until the Association has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Association and my bank reasonable opportunity to act on it.

ACCORD MANAGEMENT WILL SEND YOU A POSTCARD or E-MAIL CONFIRMING THE STARTING DATE OF YOUR AUTOMATIC PAYMENT.

Signed: _____ Date: _____

Signed: _____ Date: _____

**ATTACH YOUR VOIDED CHECK TO THIS FORM BEFORE MAILING
(NOT A DEPOSIT SLIP)**