

## **DIRECT DEBIT APPLICATION**

**MEM Property Management Corporation** is pleased to offer you a new service The Direct Payment plan. Now you can have your maintenance fee payment made automatically from your checking your present banking relationship to take advantage of this service.

**The Direct Payment Plan** will help you in several ways:

it saves time – fewer checks to write  
helps meet your commitment in a convenient  
and timely manner – even if you're on  
vacation or out of town  
no lost or misplaced statements, your payment  
is always on time – it helps maintain good credit  
it saves postage  
its easy to sign up for, easy to cancel  
no late charges

### **Here's how the Direct Payment works:**

You authorize regularly scheduled payments to be made from your checking account. Then, just sit back and relax. Your payments will be made automatically on the specified day. And proof of payment will appear with your statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date.

The direct payment Plan is dependable, flexible, convenient and easy. Take advantage of this service, complete the attached authorization form and return it to us.

**AUTHORIZATION FOR DIRECT PAYMENT OF  
CURRENT MAINTENANCE FEE DUE**

I authorize MEM Property Management and the financial institution named below to initiate entries to my checking account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying MEM Property Management and my financial institution 3 days before my account is charged. I understand that if an item is returned, I will be responsible to pay a return item fee.

(Name of Financial Institution/Homeowner Bank Name) (Branch)

(City) (State) (Zip Code)

Homeowner Bank Account No. \_\_\_\_\_

**A VOIDED CHECK FROM YOUR CHECKING ACCOUNT MUST ACCOMPANY THIS APPLICATION.**

ASSOCIATION NAME \_\_\_\_\_

Homeowner Street Address – Please Print)

(Homeowner City) (Homeowner State) (Zip Code)

\_\_\_\_\_  
(Homeowner Signature) (Homeowner Name – Printed) (Date)

\_\_\_\_\_  
(Homeowner Signature) (Homeowner Name – Printed) (Date)

This form **MUST** be received by the MEM Property Management Accounting department no later than the 10<sup>th</sup> of the month proceeding activation of service. Mail your completed form to: Ms. Wendy Herrera, MEM Property Management Corporation, P.O. Box #6457, Jersey City, NJ 07306.