

***Preauthorized Electronic Assessment Payment  
Service Agreement and Disclosure Statement for Electronic Payment of Assessments***

**To Enroll:** Read, complete and sign the attached Preauthorized Electronic Assessment Payment Services Authorization form. Attach a voided check to the form and mail to: **Metropolitan Property Management, 43165 Schoenherr Rd, Sterling Heights, MI 48313**

***Preauthorized Electronic Assessment Payment Service Authorization Form  
(please print)***

\_\_\_\_\_  
ASSOCIATION NAME UNIT NUMBER

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME MI

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

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

I (we) hereby authorize **METROPOLITAN PROPERTY MANAGEMENT** hereinafter referred to as **MANAGER**, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as **DEPOSITORY**, to debit the same to such account.

\_\_\_\_\_  
DEPOSITORY NAME – (Name of financial institution)

This authority is granted in accordance with the terms and conditions of this Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it. I understand that MANAGER requires at least three (3) business days prior notice in order to cancel this authorization.

\_\_\_\_\_  
SIGNATURE (REQUIRED)

\_\_\_\_\_  
DATE:

***You will receive a post card in the mail within 60 days detailing the month your direct withdrawal will begin. Payments shall be debited on the 1<sup>st</sup> BUSINESS DAY OF EVERY MONTH.***

***PLEASE COPY AND RETAIN FOR YOUR RECORDS  
Preauthorized Electronic Assessment Payment Service  
Agreement & Disclosure***

Preauthorized debits to your account will be processed, on the first business day, for the amount of your assessment payment. Payments so collected will be deposited to the checking or savings account of your association, maintained with Mutual of Omaha Bank.

Your association may direct us to make changes to the assessment amounts and/or due dates in accordance with the governing documents and applicable statutes. You will be given notification of these changes in accordance with applicable law. However, if the Association has a general assessment you will not be able to utilize direct withdrawal for the general assessment payment. Your monthly dues are the only fees which may be automatically withdrawn.

You may cancel this Agreement at any time without cause by notifying us in writing at our company address at least three (3) business days prior to the proposed effective date of termination.

A fee of \$25 will be charged from the Association for non-sufficient funds.

***Preauthorized Electronic Assessment Payment Services***

**What:** Through Community Association Banking, a division of Mutual of Omaha Bank, we offer association homeowners an opportunity to pay their association assessments using preauthorized electronic payments. Preauthorized electronic payments mean that homeowners can pay their periodic assessments automatically without writing checks, thus reducing the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

**How:**

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking and savings accounts directly into the association's bank account. Funds are transferred on a pre-selected day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.