

# RMR I Residential Realty, LLC

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20 July 2009

Lakeside Colony Condominium II

Dear Unit Owner:

RMR Residential Realty, LLC is now offering a new electronic payment program, **ACH Debit**, enabling you to have your common charge electronically transferred from your bank account at no additional cost. By enrolling in this direct payment program, you will eliminate the burden of writing checks for your monthly payments.

The Direct Payment Option program works as follows:

1. To enroll, you must sign and return the enclosed authorization Agreement along with an original, voided check from the checking account used to pay your monthly charges. A voided check is required to obtain your bank routing number, as well as your account number. Please remit all required documents to my attention at the address above.
2. Each month you will receive an invoice for your monthly charges. Utilizing this service eliminates the need to return the invoice stub. The amount due will automatically be deducted from the account you specify between the 1<sup>st</sup> and 5<sup>th</sup> business day of each month. The total amount will include base charges, assessments and any other administrative charges imposed by the Condominium. If funds are not available when your account is debited, you will be billed back the monthly charges, including a bank fee. This is the same procedure as if a check was returned. We will notify you promptly of insufficient funds and request payment by check or money order to satisfy outstanding charges.
3. Enrollment in the program will ensure your monthly payment even if you are traveling, or away for an extended period. It will guarantee that no late fees will be assessed your account as long as funds are available. This program will also replace any on-line banking or "automatic payment" service you may now employ.

Once we receive subscriptions from residents at Lakeside Colony Condominium II , we will initiate the computer procedures necessary to implement your participation. This work takes approximately 7-10 days to complete.

Your participation is optional, but we hope you will take advantage of the convenience this program affords. Please call if you have any questions.

Sincerely

Wesley Woodlief

**Authorization Agreement for Pre-Authorized Payments**  
**ACH DEBIT**

I want to enroll in the Direct Payment Option and have my monthly payments deducted automatically from the account associated with the enclosed check.

I authorize and instruct my financial institution to deduct the amount of my monthly bill from the account associated with the attached check. RMR Residential Realty LLC, as managing agent, will notify the financial institution of the amount to be deducted. If at any time I decide to discontinue the Direct Payment Option, I must notify RMR in writing in such a manner as to afford them a reasonable opportunity to act upon the request. RMR reserves the right, upon written notification, to terminate this payment option and/or my participation at any time.

**I understand and agree that RMR Residential Realty LLC is not liable in any way for erroneous billing statements or incorrect debits to my account, and should an error in the bill statement occur, RMR's only responsibility is to correct the error when, and if, it receives written notice from me.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name(s)

Building Name \_\_\_\_\_ Unit Number \_\_\_\_\_

Please attach original **voided** check below: Be sure that the check applies to the checking account that you want debited for this pre-authorized payment option.

**ATTACH CHECK HERE**