

Elite Property Management, LLC.

10 Melrose Drive
Farmington, CT 06032

860-678-8300 - Phone
888-666-8300 - Toll Free
860-678-9300 - Fax

Elite Property Management Automatic Debit Agreement for Electronic Fund Transfers

I hereby authorize on this **1st** day of each Month _____ (Association Name) and their agents, Elite Property Management, L.L.C., to initiate electronic debit and/or credit entries to the bank account shown below for an allotted amount. I understand that adjustment entries may be made to this account to insure an accurate and balanced accounting (debits and credits must balance) of all transactions. This authorization will remain in effect until;

1. I must notify my Bank and the above Company **in writing** to terminate this agreement and give the Bank and the above named Company reasonable time to so terminate the agreement.
2. The Bank and/or the above named Company have sent me five (5) business days advance written notice of the Bank's and/or Company's termination of this Agreement

I understand that any cancellation in writing will become effective no earlier than five (5) business days after the day the last transaction has cleared and there are not outstanding balances to the account.

I UNDERSTAND THAT ELITE PROPERTY MANAGEMENT PROVIDES ONLY ITS SERVICES TO PROCESSOR AND COMPANY, ALL MONIES TO BE TRANSFERRED AS CREDITS MUST BE COLLATERALLY FUNDED AND ARE FULLY GUARANTEED BY THE COMPANY. IN THE EVENT COMPANY'S FUNDING FOR A CREDIT IS RETURNED FOR ANY REASON AND ELITE PROPERTY MANAGEMENT HAS CREDITED MONIES TO MY ACCOUNT, I AUTHORIZE ELITE PROPERTY MANAGEMENT TO DEBIT MY ACCOUNT FOR THE AMOUNT OF THE MONIES CREDITED AND OR DEBIT MY ACCOUNT ANY FEES ASSOCIATED WITH RETURNED ITEM.

Electronic Funds Transfer (15 U.S.C. 1693): I hereby acknowledge receipt of notice by the financial institution described herewithin of the undersigned's liability for an unauthorized electronic fund transfer, duty to promptly report such unauthorized transfer, charges for electronic fund transfers, the right to stop payment or pre-authorize electronic fund transfers, procedure to initiate such stop payment order, the right to receive documentation of electronic fund transfers, and the Bank's liability pursuant to the Electronic Funds Transfer Act found at 15 U.S.C 1693, et al., and as against Elite Property Management, waives all rights there under.

Limitation of Action: The undersigned will have 60 days from the transaction date to notify the above-referred-to Company, in writing, of any discrepancies, errors or problems with a transaction processed. This will include but is not limited to, errors in amounts, or transactions processed erroneously. You may contact the above-referred-to Company, but by doing so you will not preserve your rights. When writing, provide the above-referred-to Company the following information:

1. The name, account number and ABA number on the transaction in question.
2. The dollar amount of the transaction in question.
3. Describe the error and explain why you believe this is an error. If you need more information, describe the item you are unsure of.

The above-referred-to Company will tell you the results of our investigation within 30 days and will correct any error promptly. If the above-referred-to Company needs more time, we may take up to 45 days to investigate your complaint.

-OVER-

Print Your Name: _____

Phone: _____ **Cell:** _____

Financial Institution: _____

Bank Routing (ABA) Number: _____

Your Financial Institution account number: _____

PLEASE CHECK ONE: _____ SAVINGS ACCOUNT

 _____ CHECKING ACCOUNT

Your Signature: _____

Condominium Association Name: _____

Unit Number/Street Address: _____

Your automatic monthly withdrawal will include, (if applicable) your Special Assessment(s) and various monthly charges, such as oil, garage fees, etc.

Please attach a voided check for verification of all financial checking account information.

S C H
T H E
A E R
P C E
L K
E

(For office use only)

Add to ACH
TOPS
X
START DATE

(PLEASE RETURN FOR PROCESSING)