

Dear Homeowner:

CMC is pleased to offer Direct Payment Service to homeowners.

Although many of you are familiar with direct debit payments, below is a summary of a few of the most frequent questions:

- **What is direct debit payment?** Direct debit payment is a convenient, efficient, electronic payment alternative to paper checks. When you use direct payment you authorize CMC, on behalf of the Association, to electronically collect your assessments from your personal checking/savings account. Instead of writing a check every month, your bank will automatically make the payment to the Association's account on the third (3<sup>rd</sup>) business day of the month.
- **Why use direct debit payment?** You'll save time preparing payments, save money on postage and eliminate the charge of a late payment. You'll never forget to make your assessment payment because it is done automatically. The Association benefits because its operating account receives interest on funds daily.
- **How to sign up for direct payment.**
  1. Write "VOID" across one of the checks from your personal checking/savings account.
  2. Read the information on the enclosed form and complete the enrollment application.
  3. Mail or email the enrollment form, with the voided check to:

Community Management Corporation (CMC)  
P.O. Box 10821, Chantilly, VA 20153  
Or... EMAIL to [askus@cmc-management.com](mailto:askus@cmc-management.com)

Direct Debit Payment Services Conditions and Terms:

**This enrollment form must be received at CMC by the tenth (10<sup>th</sup>) day of the month preceding the month you wish to start direct debit. You will be notified if the direct debit process for your account was not satisfactory. CMC will request the transfer of direct debit funds once a month, or quarterly if your association assessment is paid quarterly.**

Community Association Bank / Pacific Premier Bank (or other depository determined by CMC) will be authorized to debit funds from my account for deposit into the Association's account on the third (3<sup>rd</sup>) business day of the month.

The amount debited from my account will equal the current regular monthly or quarterly assessment and may include parking, if applicable. Special assessments will require a separate direct debit agreement. I recognize there may be other charges, but direct debit will not include additional fees, handling charges, etc.

I am completely responsible for notifying CMC in writing, by the tenth (10<sup>th</sup>) of the preceding month, of any changes to my account (i.e. change of bank, account #s, resale). Failure to notify CMC by the tenth (10<sup>th</sup>) of the preceding month may result in funds being withdrawn in the following month. Any charges caused by this debiting and failure to notify CMC will be the sole responsibility of the homeowner.

If I have two (2) insufficient funds (NSF) returns, I will be ineligible to continue in the direct debit payment program.

**A homeowner with a direct debit that is not honored by your bank will be responsible for making up that payment (including NSF charges) by check. A bank charge incurred as a result of a returned direct debit will be added to your account. Homeowners cannot change banks or accounts more than twice a year and continue with direct debit. Your association assessment account must currently have a zero balance in order to set up direct debit.**

I (We) authorize Community Management Corporation to initiate debit entries to my (our) checking account / savings account (circle one) at the depository financial institution named below ("DEPOSITORY"). I (We) agree that ACH transactions I (we) authorize will comply with all United States law.

Depository Name: \_\_\_\_\_ Checking Account No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Checking Routing No. \_\_\_\_\_

This authorization will remain in full force and effect until I (we) notify Community Management Corporation in writing that I (we) wish to revoke this authorization. I (We) understand that Community Management Corporation requires notification by the tenth (10<sup>th</sup>) of the preceding month in order to cancel this authorization.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Association Name: \_\_\_\_\_ Association Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

*Please return this completed form with a voided check by mail or e-mail:*

**Community Management Corporation (CMC)**

**P.O. Box 10821, Chantilly, VA 20153**

**Or... EMAIL to [askus@cmc-management.com](mailto:askus@cmc-management.com)**