

## DK CONDO AUTOMATIC PAYMENT PLAN

DK Condo offers an automatic payment option, which allows your monthly charges (Balance Due) to be automatically deducted from your checking bank account.

**BENEFITS:**

- No Fee: no fees charged by DK Condo or your Association.
- Balance due is always paid on time: no worry of late payment or penalty.
- Convenient: no checks, stamps or delays with the mail system.

**HOW IT WORKS:**

- The outstanding balance reflected on your statement will automatically be withdrawn from your checking account on the date reflected on your statement.
- You will continue to receive a regular monthly statement to keep track of your monthly charges.

**ADDITIONAL INFORMATION:**

- There is no charge by DK Condo or your Association for the Automatic Payment Plan.
- Each month the deduction will appear on your bank statement as proof of your payment.
- You may stop an automatic payment or discontinue the service at any time by notifying your building management office at least 5 business days prior to the payment date.
- Your bank account must hold the full amount of your payment, in available funds, on the payment date specified on your monthly bill. If there are insufficient funds in your account on the payment date, your bank will reject the payment, just as if you had a check returned for insufficient funds. In this situation, you may be assessed late fees by your condo association and bank fees by your bank.

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Complete and return the below information to your building management office  
**AUTHORIZATION AGREEMENT FOR THE AUTOMATIC PAYMENT PLAN**

I authorize DK Condo and the financial institution designated below to begin deductions for Automatic Payment Plan payments.			
BANK NAME:		ACCOUNT NUMBER:	
STREET:	CITY:	STATE:	ZIP:
This authority is to remain in effect until DK Condo (at my building management office) or my financial institution has received written notification from me of termination at least 5 business days prior to the payment date to allow DK Condo or my financial institution a reasonable opportunity to terminate the direct debit payment or until DK Condo or my financial institution has sent me written notice of termination of this agreement.			
NAME (please print):		UNIT:	tcode:
STREET:	CITY:	STATE:	ZIP:
EMAIL ADDRESS TO SEND STATEMENT:			
I understand that I must continue to remit my monthly payment by check until I receive confirmation on my statement of the date automatic payment will begin. Note: If the payment date falls on a weekend or Holiday, I understand the payment will be made on the next following business day. By signing below, I am confirming that I am an authorized signer on the bank account and approve direct debit for the monthly assessment for the unit above.			
AUTHORIZED SIGNATURE:			DATE:
SITE MANAGER NAME:	BUILDING #:	CORPORATE APPROVAL:	DATE:

PLEASE ATTACH A VOIDED CHECK HERE FOR THE ACCOUNT LISTED ABOVE