

DK CONDO

A DRAPER AND KRAMER COMPANY

33 West Monroe Street
Suite 1900
Chicago, IL 60603

P 312.346.8600
F 312.541.9530

DATE

All Owners
Condominium Association
Address
Chicago, IL 606xx

IMPORTANT INFORMATION: regarding DK memo New Account Number and New Lockbox Address

Dear Owner:

DK has implemented an enhanced account management system for its condominium clients. Each Unit Owner will be assigned a new account number (reduced from 19 digits to 12 digits) in the November statement. Please review the chart below regarding the impact to the various payment methods:

PAYMENT METHOD	ACTION REQUIRED
Pay by check onsite	None
Pay by DK direct debit	None
Payment by mail sent to lockbox	New Address: NAME OF ASSOCIATION PO Box 661095, Chicago, IL 60666-1095
CURRENT payer by credit card or E-check online at DKCondo.com	None
FIRST TIME DKCondo.com USER: Pay by credit card or E-check online at DKCondo.com	New account # required (example: if account number 1305t0000810: only use t0000810)
<u>Owner-initiated bill payment or Electronic Fund Transfer EFT- a service provided thru your bank.</u>	New account number and new address needed NAME OF ASSOCIATION; PO Box 661095, Chicago, IL 60666-1095

If you have any questions, please contact the management office.

Sincerely,

Property Manager/Property Supervisor