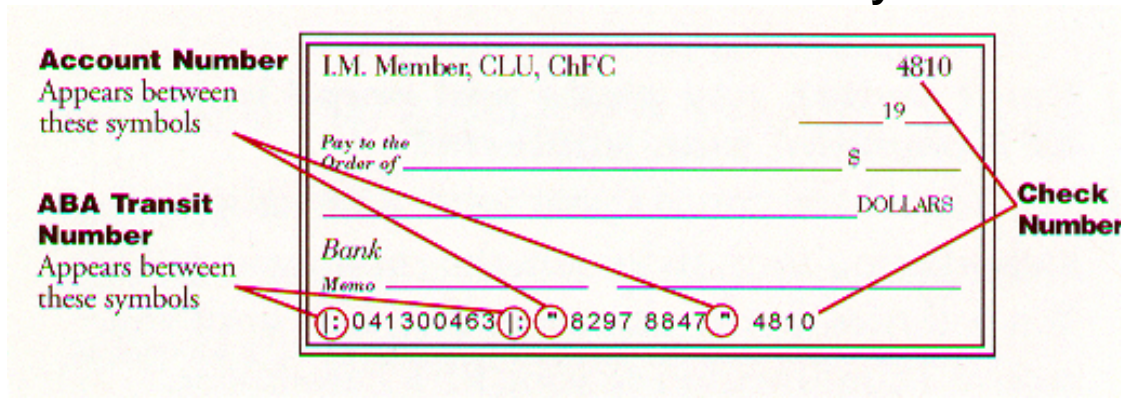


SAMPLE PROPERTY MANAGEMENT

123 Main Street
Anytown, NY 11101

Authorization for Automatic Payments



Please complete all requested information and return with your voided, unsigned check or savings deposit slip.

Client Name

Address

City State Zip

Apartment Number

Monthly Payment\$

Checking Savings

ABA Transit Number (see above)

Bank Account Number (see above)

Financial Institution (name of bank)

I authorize **Sample Property Management** to initiate debits for monthly fees due against the above referenced account. This authorization is for payments I am obligated to make under my Occupancy Agreement with **Sample Property Management**. The withdrawal will be made on the payment due date or the following business day. I may withdraw this authorization by giving written notice to **Sample Property Management** or my financial institution in such time and manner as to afford a reasonable time to act upon the request. Similarly, **Sample Property Management** may terminate this agreement with me by written notice.

Client Signature

Date

See Reverse Side for Notice to Check Writer

SAMPLE PROPERTY MANAGEMENT

123 Main Street
Anytown, NY 11101

CHANGE OF LAW – CHECK 21

As you may know, there has been a recent change in the law that affects the way your checks will be processed through the banking system. **Sample Property Management** will be participating in the ACH (automated clearing house) conversions in conformity with the new banking regulation. One of the effects of this change is that your checking account will be debited more quickly than in the past when you pay a bill by paper check. We want to advise you of this change so that you can properly monitor the balances in your checking account and do not incur bank and business charges for bounced checks. In addition, you should know that your paper checks may not be returned to you with your monthly statement.

As a result of these changes in the law and banking procedure, you may want to consider the automatic payment option provided by **Sample Property Management** for payment of monthly storage fees. This system is simple to use and will save you time and postage. Below are the payment options available to you.

1) By Check:

Starting in early 2005, your checks will be electronically debited which will mean that your account will be debited sooner than in the past. You will no longer receive a copy of your check in your bank statement. The amount, date and description of the transaction will appear as a line item on your bank statement.

2) By Cash:

If you do not wish your check to be electronically debited, please provide cash payment at our headquarters offices, located at the address listed on the letterhead above.

OR

3) Automatically:

You can eliminate all mail and check writing by signing up for our automated payment program. A sign up form is located on the reverse side of this letter. Payments in this program will be debited from your account on the 1st of every month.

Over →