



Authorization Agreement for Direct Debit (ACH Debit)

We are pleased to offer automated debit of your monthly payment directly from your personal checking account. By completing the "Authorization" section below and returning it to Post Oak Property Management your payment will automatically be debited beginning with the next rent cycle. **There are a number of advantages to Direct (Automatic) Debit, including:**

- **Confidential** – We maintain the strictest of confidentiality and security with your checking account.
- **Quick and Efficient** – Eliminates the time you spend each month on this recurring payment. Since we debit your payment automatically, you no longer have to worry about mailing your payment. It will happen automatically.
- **Effective** – Takes the uncertainty out of mail or other form of rent payment and delivery.

Attach Voided Check Here

How do I sign up?

1. Complete the "Authorization" section below.
2. Attach a voided check with your bank information to this form **[IMPORTANT]**
3. Return the form to Post Oak Property Management by mail to 1250 W. Augusta Blvd., Suite 103 Chicago, IL 60622-4131 or fax to 773-913-6254.
4. Remember to complete a new Authorization form if you change banks.

Then, on the second of each month your account will be debited for that month's rent payment. If for some reason there are insufficient funds in the account and the attempt is rejected by your bank, a second (final) attempt will be made on the fourth day of that month. If this second attempt is unsuccessful, the rent will be considered "late" per the terms of the lease agreement and you will be notified of the late rent and applicable late charges assessable per the terms of the lease agreement.

Note: If the rent amount should change as specified in the lease agreement, the payment amount authorized below will also change. Your bank may prohibit automatic payments (ACH) from passbook savings accounts and some money market/savings accounts. If you are considering using one of these accounts for your automatic payment, please check with your bank to verify that they will accept ACH transactions. Please contact Kelly Hales at (773) 227-2388, ext. 112, with any additional questions.

Authorization:

I hereby authorize Post Oak Property Management to initiate debit entries and adjustments for any debit/credit entries in error to my checking account below and the bank/depository institution named below:

Name of Bank _____ Branch Location _____
 City _____ Account # _____
 Transit/ABA# _____ Date of 1st Withdrawal _____ (dd/mm/yy)
 Amount: \$ _____

This authority is to remain in full force and effect until Post Oak Property Management has received written notification from me of its termination in such time and in such manner as to afford Post Oak Property Management and bank a reasonable opportunity to act on it.

Your Name:

Signature:

Date: