

## DIRECT PAYMENT PLAN

**KLR Real Estate, Inc.** is pleased to offer the Direct Payment Plan option for your HOA/Condo association payments. Payments are made automatically from your checking or savings account.

### **The Direct Payment Plan will help you in several ways:**

- ✓ It saves time – no checks to write
- ✓ Helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town
- ✓ No late charges
- ✓ No lost or misplaced payment coupons
- ✓ It saves postage
- ✓ It's easy to sign up and easy to cancel

### **Here's how the Direct Payment Plan works:**

You authorize regularly scheduled payments and any scheduled special assessments to be made from your checking/savings account. Your payments will be made automatically between the 1<sup>st</sup> and 5<sup>th</sup> day of the month. Proof of payment will appear with your bank statement.

***The authority to charge your account will remain effective until you notify us in writing to terminate the authorization.***

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, please complete the attached authorization form and return to us. **A CONFIRMATION LETTER WILL BE SENT TO YOU ONCE WE RECEIVE AND APPROVE YOUR APPLICATION. WE WILL ALSO ADVISE OF THE FIRST START DATE FOR YOUR DIRECT DEBIT.**

**AUTHORIZATION FOR DIRECT PAYMENT**

**Check One:**     Enrollment                       Cancellation                       Change

Name of Association: \_\_\_\_\_

Owner & Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**Bank Information**

Account Type:                       Checking                       Savings

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

Account Holder Name: \_\_\_\_\_

ABA Routing #: \_\_\_\_\_                      Account #: \_\_\_\_\_

**\*\* A VOIDED CHECK FROM YOUR ACCOUNT MUST ACCOMPANY THIS FORM. \*\***

***Note: This form MUST be received by KLR no later than the 15<sup>th</sup> of the month preceding activation of service. Any missing information from this form will delay the processing for direct debit. Please continue to make payments by mail until you receive confirmation that your direct debit account has been processed.***

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I hereby authorize the Council of Unit Owners of \_\_\_\_\_  
(hereinafter called the "Association"), through KLR Real Estate, Inc., its Managing Agent, to debit the above-referenced account for the amount of the current assessment owed to the Association for goods and services provided. This authorization is to remain in force until the Association has received written notification of termination in such time and in such manner as to afford the Association and/or the Bank(s) reasonable opportunity to act on it.

In the event that the Association notifies the Bank(s) that funds transferred were not entitled to the Association, I hereby authorize and direct the Banks(s) to return said funds to the above-referenced account.

Date: \_\_\_\_\_                      Account Holder's Signature: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_  
(Please Print)

**Mail your completed form to:**

**KLR Real Estate, Inc.  
Attention: Direct Debit  
19 Walker Avenue, Suite 300  
Baltimore, Maryland 21208**