

PAY YOUR RENT AUTOMATICALLY? NOW YOU CAN! SAVE TIME AND MONEY

Explanation of the Pre-Authorized Payment Plan

Dear Grandin Properties Tenant:

We are pleased to offer you the opportunity to pay rent electronically. You can stop writing checks, buying stamps, mailing envelopes and having to remember to pay rent by the first of each month! No hassles. No late fees. If this is an option that appeals to you, just fill in the attached yellow authorization form, return it to us by the 15th of the month and have your payments automatically withdrawn by us, beginning with the payment due the first of the following month.

How does the Pre-Authorized Payment Plan work? EASY. Once you have signed up for the program, only the agreed-upon monthly rent charge as stated in your lease or lease addendum and other charges, such as parking, garage, pet, etc. that you have agreed to will be deducted from your designated account on the First of each Month. See attached statement.

Any time there is a change in rent or other charges (adding/removing parking, garage, pet, etc), we will send you a notice two weeks prior to the first of the month in which the new payment will take effect. Your payment should be listed by your financial institution on your monthly bank statement.

How much does this service cost? NOTHING! This is a service we provide free of charge to our tenants.

Is the information I provide to you kept confidential? YES. The information you provide on this form is processed in a secure environment. In addition, it will not be used by Grandin Properties for any other purpose.

What happens if there are insufficient funds in my account? A payment that is refused or returned by your financial institution due to insufficient funds will be handled by Grandin Properties in the same manner as an “insufficient fund” check. It will be subject to established charges for a returned check and late fees. If two payments are refused or returned during a 12-month period, Grandin Properties will unfortunately have to terminate your automatic payment plan.

What if I want to sign up, but my roommate does not? Sorry, but all roommates need to participate if they share in paying the rent and other charges.

Sounds good! How do I sign up? First, make sure your current rent and all charges have been paid. Please review and confirm that the attached statement of your scheduled charges is correct. Then fill out the 4-step yellow authorization form, attach a voided check (or deposit slip for savings accounts) and mail or drop off at our office. If rent and other charges are paid by roommates with separate accounts, each resident will need to complete a form.

Have any other questions? Just contact Grandin Properties at 513-871-7110.