

# DIRECT DEBIT NOW AVAILABLE!

- Pay your rent automatically each month! No more envelopes or stamps
- Lordae can now debit your bank account directly each month
- No additional charge
- Just sign and return the enclosed form with your regular rent check

## HOW IT WORKS

Lordae is pleased to offer ACH/direct debit to our tenants. We will debit your monthly balance from your bank account according to your lease. Please note your balance may change month-to-month, so it is still important to review your monthly bill.

If you sign up for this service you are required to maintain a balance sufficient to pay your rent between the 1<sup>st</sup> and the 10<sup>th</sup> every month. There is a \$100.00 fee for insufficient funds. We are not responsible to notify you if this occurs.

## QUESTIONS?

Contact Accounts Receivable at 914-448-8300.

## **Authorization Agreement for Direct Debit of Rent**

By signing below, I authorize Lordae Property Management to use my check information to create a monthly ACH direct debit of my account until such time as my tenancy is terminated or I revoke this permission in writing.

I understand and agree that the amount of the monthly debit will be my monthly rent plus any additional rents (CAM, taxes, insurance, etc.).

I authorize Lordae to increase the amount of this debit in accordance with any rent increases scheduled in my lease agreement.

I understand Lordae may make the automatic debit between the 1<sup>st</sup> and the 10<sup>th</sup> day of each month.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name (and company name if applicable)

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Please enclose a check from the account you want us to debit, OR fill in the following information:

[ OCCUPANT\_NAME ] [ UNIT\_REF\_NUMBER ]

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

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Is this a checking or savings account? \_\_\_\_\_