

William Douglas Management Company

Automatic Payment of Homeowners Association Dues

As a service to our homeowners, William Douglas Management Company offers the convenience of direct draft for your monthly Homeowners dues. This service provides for direct draft from your bank account each month on the 10th day to eliminate the need for you to write monthly checks. If the 10th falls on a weekend, the draft will occur on the next business day. **The draft is set up by sending a voided check** from your bank account along with the attached form with the required authorization to:

William Douglas Management Company
PO Box 37109
Charlotte, NC 28237-7109

Please allow 30 days for processing before the first automatic payment. You can cancel this service at any time by notifying William Douglas or your bank. You remain in control of this service. We look forward to serving you.

Authorization Agreement for Automatic Draft

I (we) Hereby authorize William Douglas Management Co., agent for _____
_____ Association, herein called COMPANY, to initiate credit entries or such adjusting entries, either debit or credit entries which are necessary for corrections, from my checking account at the financial institution listed below. Please start with the payment due for the month of _____.

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

Name of Financial Institution _____

Name(s) _____ Telephone ____/_____

Property Address _____ State _____ Zip _____

Signed (required) _____ Date _____

Signed _____ Date _____

Name of Association _____

Home Address if Different From Above _____