

# AUTOMATIC PAYMENT PLAN

## *We're Making It Easier For You!*

As your Association's management agent, Draper and Kramer makes it easier for you to pay your monthly condominium assessment.

Our Automatic Payment Plan saves you time and money – with no extra cost to you. With Draper and Kramer's Automatic Payment Plan, your assessment is always paid on time. You'll never have to worry about a late payment or penalty. Our plan is especially convenient for those times when you're away from home.

## *Here's How It Works:*

You will continue to receive your regular assessment statement, so you can continue to keep track of your monthly charges. The amount shown on the statement is automatically withdrawn from your checking account on a fixed monthly date established by your Board of Directors. You just record the deduction in your checkbook.

## *Answers To Common Questions About The Automatic Payment Plan:*

- There is no charge for the Automatic Payment Plan.\*
- Each month the deduction will appear on your bank statement and your monthly assessment statement, so you'll have proof of your payment.
- You may stop an automatic payment, or discontinue the service at any time simply by notifying your Association's management office in writing at least 5 business days before the payment date.
- To change the checking account which is debited by the plan, simply submit a new Authorization Agreement to the Association's office at least 20 days prior to the next payment date.
- Your bank account must hold the full amount of your payment, in available funds, on the payment date specified on your monthly bill. If there are insufficient funds in your account on the payment date, your bank will return the payment just as if you had a check returned for insufficient funds. In this situation, you may incur fees by both your bank and the Association.

## *Subscribe Now To The Automatic Payment Plan*

Simply complete and sign the attached form and return it to your Association management office, along with a voided check from the account you wish to use. The service will begin as soon as you've received confirmation from us on your monthly assessment statement. (Please allow up to two billing cycles.)

# DRAPER AND KRAMER INCORPORATED The Automatic Payment Plan

## DRAPER AND KRAMER

INCORPORATED

Condominium Management Division  
33 W. Monroe - 19th Floor  
Chicago, IL 60603-5486

Complete and return to your Association management office.

### AUTHORIZATION AGREEMENT FOR THE AUTOMATIC PAYMENT PLAN

I (we) authorize Draper and Kramer, Incorporated and the Financial Institution I designate below, to begin deductions for Automatic Payment Plan payments.

BANK NAME: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_  
ZIP: \_\_\_\_\_

This authority is to remain in effect until Draper and Kramer (at my Financial Institution's management office) or my Financial Institution has received written notification from me of termination, in time to allow Draper and Kramer or my Financial Institution a reasonable opportunity to act on it, or until Draper and Kramer or my Financial Institution has sent me written notice of termination of this agreement.

NAME (Please Print) \_\_\_\_\_  
UNIT \_\_\_\_\_

NAME OF CONDOMINIUM ASSOCIATION \_\_\_\_\_

I understand that I must continue to remit my monthly payment by check until I receive confirmation on my assessment statement of the date automatic payments will begin. Note: If the payment date falls on a weekend or holiday, I understand the payment will be withdrawn from my bank account on the next following business day.

AUTHORIZED SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Please attach a voided check for the account listed above.

For office use only: Building # \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_