

Dear Shareholder, Unit Owner and Tenant,

Argo Real Estate, as agent for the building owner or condominium association, offers a payment program, ACH Debit, enabling you to have your monthly maintenance/common charges/rent paid directly from your bank account at no additional cost.

Enrollment in the program will ensure payment of your monthly charges even if you are traveling or away for an extended period of time. It will guarantee that no late fees will be assessed on your account as long as the funds are available.

### **Enrollment**

To enroll, you must sign and return the enclosed authorization agreement along with an original, voided check from a checking account to pay your monthly charges. We must have a voided check to obtain the routing number of your bank as well as your account number. Please remit all required documents to my attention at the address above. Written notification of your participation in the program will appear on your monthly invoice. If your monthly statement does not indicate your enrollment in the program, you must remit payment by check.

### **How it works**

Each month you will receive an invoice for your monthly charges, the same as now. The amount due will automatically be deducted from the account you specified anytime between the 1<sup>st</sup> and 5<sup>th</sup> business day of each month. The total amount will include base charges, electric, garage, and any other charge imposed by your building. If funds are not available at the time your account is debited, you will be billed back the monthly charges, including a bank fee. This is the same procedure as if a check was returned. We will notify you promptly of insufficient funds and request payment by check or money order to cover all outstanding charges.

This program is optional but we hope you will take advantage of the convenience this program will afford you. Please feel free to call if you have any questions.

Very truly yours,  
Argo Real Estate, LLC



Richard Apell  
Controller

**Authorization Agreement for Pre-Authorized Payments**  
**ACH DEBIT**

I want to enroll in the Direct Payment Option and have my monthly payments deducted automatically from the account associated with the enclosed check.

I authorize and instruct my financial institution to deduct the amount of my monthly bill from the account associated with the attached check. Argo Real Estate, as managing agent, will notify the financial institution of the amount to be deducted. If at any time I decide to discontinue the Direct Payment Option, I must notify Argo in writing in such a manner as to afford them a reasonable opportunity to act upon the request. Argo reserves the right, upon written notification, to terminate this payment option and/or my participation at any time.

**I understand and agree that Argo is not liable in any way for erroneous billing statements or incorrect debits to my account, and should an error in the bill statement occur, Argo's only responsibility is to correct the error when and if it receives written notice from me.**

\_\_\_\_\_  
Signature Date

Print Name(s) \_\_\_\_\_

Building Address \_\_\_\_\_ Apt. Number \_\_\_\_\_

Company Account No. \_\_\_\_\_ (as found on monthly bill)

Please attach original voided check below: Be sure that the check applies to the checking account that you want debited for this pre-authorized payment option.

**Attach Check Here**