



Bank Draft Authorization and Agreement

This Document Must Be Signed By The Holder of the Bank Account

Step 1: General Information (Please Print)

Building (Lessor): _____

Lessee/Applicant Name: _____ Email: _____

Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Step 2: Payment Information

Name on Bank Account (Payer): _____

Bank: _____

Routing Number: _____

Account Number: _____

NOTE: If name on account is different from lessee/applicant name, complete information below **and** attach a copy of the payer's Driver's License or other acceptable photo ID.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Amount to Debit: \$ _____

One Time Payment ☐

Scheduled Payments ☐

Start Date (mm/dd/yyyy): _____

End Date (mm/dd/yyyy): _____

Enter "none" if you authorize payments through your move out date.

Step 3: Terms and Conditions

I (Payer) hereby authorize _____ (Lessor) to debit the amount of the designated expense from the bank account indicated above for the payment of rent, utility, or other assigned expense for the suite listed. I understand that these charges will begin on the start date I indicated. I understand that these charges will cease after the End Date indicated. I agree to pay off all remaining rents due according to the Terms and Conditions of the Lease Agreement.

In the event the checking account cannot cover the payment for any reason, I understand that I remain responsible for all rents due according to the Terms and Conditions of the Lease Agreement. I understand that I must also provide the Lessor 30 days' written notice to stop the use of this service. All applicable late and NSF fees will apply on returned items according to the Lease Agreement. Upon expiration of these Terms and Conditions, all remaining rents are due according to the Terms and Conditions of the Lease Agreement. These Terms and Conditions will become part of the Lease Agreement and permanent resident file.

Payer's Signature: _____

Date: _____



Credit Card Payment Authorization and Agreement
This Document Must Be Signed By the Credit Card Holder

Step 1: General Information (Please Print)

Building (Lessor): _____

Lessee/Applicant Name: _____ Email: _____

Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Step 2: Payment Information

Name on Credit Card: _____

Card Type: Visa ☐ Mastercard ☐ Discover ☐

Account Number: _____ Expiration Date: _____

3 Digit Security Code (on back of card): _____

NOTE: If name on account is different from lessee/applicant name, complete information below **and** attach a copy of the payer's Driver's License or other acceptable photo ID.

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Amount to Charge: \$ _____

One Time Payment ☐

Scheduled Payments ☐

Start Date (mm/dd/yyyy): _____

End Date (mm/dd/yyyy): _____

Enter "none" if you authorize payments through your move out date.

Step 3: Terms and Conditions

I (Cardholder) hereby authorize _____ (Lessor) to charge the amount listed above to the credit card account indicated above for the payment of rent, deposit, or other fee expense for the suite listed. I agree to pay off all remaining balances due according to the Terms and Conditions of the Lease Agreement.

I understand, I will be charged a convenience fee for processing this payment as follows:

- \$3.50 + 2.95% of payment amount for creditcards
- \$6.95 per debit card payment
- 3.50% of payment amount for commercial credit or debit cards
- 4.00% of payment amount for international credit or debit cards

Payer's Signature: _____

Date: _____