



GARDEN HOMES MANAGEMENT CORPORATION

29 Knapp Street, P.O. Box 4401
Stamford, Connecticut 06907
(203) 348-2200 • Fax (203) 967-8372

www.gardenhomesmanagement.com

NOTICE TO ALL GARDEN HOMES RESIDENTS

We are very pleased to offer you a new payment service – the **Automatic Payment Plan**. Now you can have your monthly rental payments paid directly from your checking or savings account, and you won't have to change your present banking relationship to take advantage of this service.

Our Automatic Payment Plan will help you in several ways:

- It saves time – you'll have fewer checks to write.
- It helps you meet your payment commitment in a convenient and timely manner – even if you're on vacation or out of town.
- It saves you postage.
- It is easy to sign up for, easy to cancel.
- No late charges.

Here's how our Automatic Payment Plan works:

You authorize a monthly payment to be made from your checking or savings account on the 1st or the 8th day of each month. Then, just sit back and relax. Your payments will be made automatically on the specified due date. Your proof of payment will appear with your bank statement.

The authority you give to charge your account will remain secure with Garden Homes Management and will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before the payment date.

Our Automatic Payment Plan is dependable, flexible, convenient, easy...and **FREE!!** We encourage you to take advantage of this Program by completing the authorization form described below and return it to our office, **together with a VOIDED CHECK**. We will start the Automatic Payment Plan for you on the next payment due date.

I hereby authorize Garden Homes Management to initiate debit entries to my account of \$_____. Payments are to be debited on a monthly basis, on the (please check one) 1st _____ or 8th _____ of each month, or the next business day. Payments are to begin on _____.

(mm/dd/yy)

Name: _____ Property/Unit #: _____

Name of Bank: _____ City/State/Zip: _____

Routing & Account # _____ (please check one) **Checking** _____ **Savings** _____

I understand that this authority is to remain in full force and effect until I notify Garden Homes Management in writing to cancel it in such time as to afford Garden Homes Management a reasonable opportunity to act on it. I have the right to stop payment of an automatic payment by notification to Garden Homes Management (5) business days before my account is to be charged. I further agree that any Payments returned for Insufficient Funds or Unpaid shall be subject to a Return Fee of \$20.00 and that my account may be electronically debited to recover both the Returned Payment and the Return Fee.

Signature _____ Date _____