

# **PAY YOUR RENT AUTOMATICALLY? NOW YOU CAN! SAVE TIME AND MONEY**

## **Explanation of the Pre-Authorized Payment Plan**

Dear Grandin Properties Tenant:

We are pleased to offer you the opportunity to pay rent electronically. You can stop writing checks, buying stamps, mailing envelopes and having to remember to pay rent by the first of each month! No hassles. No late fees. If this is an option that appeals to you, just fill in the attached authorization form, return it to us by the 15<sup>th</sup> of the month and have your payments automatically withdrawn by us, beginning with the payment due the first of the following month.

***How does the Pre-Authorized Payment Plan work?*** EASY. Once you have signed up for the program, only the agreed-upon monthly rent charge as stated in your lease or lease addendum and other charges, such as parking, garage, pet, etc. that you have agreed to will be deducted from your designated account on the **First** of each Month.

Any time there is a change in rent or other charges (adding/removing parking, garage, pet, etc), we will send you a notice two weeks prior to the first of the month in which the new payment will take effect. Your payment should be listed by your financial institution on your monthly bank statement.

***How much does this service cost?*** NOTHING! This is a service we provide free of charge to our tenants.

***Is the information I provide to you kept confidential?*** YES. The information you provide on this form is processed in a secure environment. In addition, it will not be used by Grandin Properties for any other purpose.

***What happens if there are insufficient funds in my account?*** A payment that is refused or returned by your financial institution due to insufficient funds will be handled by Grandin Properties in the same manner as an “insufficient fund” check. It will be subject to established charges for a returned check and late fees. If two payments are refused or returned during a 12-month period, Grandin Properties will unfortunately have to terminate your automatic payment plan.

***What if I want to sign up, but my roommate does not?*** Fill out the form and fill in the amount you will pay. Your roommate will be responsible for the balance due.

***Sounds good! How do I sign up?*** First, make sure your current rent and all charges have been paid. Please review and confirm that the attached statement of your scheduled charges is correct. Then fill out the 4-step yellow authorization form, attach a voided check (or deposit slip for savings accounts) and mail or drop off at our office. If rent and other charges are paid by roommates with separate accounts, each resident will need to complete a form.

***Have any other questions?*** Just contact Grandin Properties at 513-871-7110.

## PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION FORM

**STEP 1: INFORMATION ABOUT YOU**

I/We authorize Grandin Properties to establish a Pre-Authorized Payment Plan to initiate electronic payments to my/our account indicated below, for payment of my/our rent as stated in my/our lease and other agreed upon related charges. I/We also authorize the financial institution named below to charge my/our checking or savings account in payment of my/our rent and related charges. Please credit my/our customer account with this payment.

**CLEARLY PRINT THE FOLLOWING: If this unit is leased to and paid for by multiple tenants, then all paying tenants must complete and sign this form, otherwise only the paying tenant is required to complete and sign:**

\_\_\_\_\_ Rental Property Street Address and Unit #

	Resident #1	Resident #2	Resident #3
Name			
Phone #			
Email address			
Type of Account (circle)	Checking / Savings	Checking / Savings	Checking / Savings
Financial Institution Name & Address			
Acct #			
Routing #*			
Initial Amt. to be paid from acct:			

\*Routing/transit number is located on the lower left side of check.

**STEP 2: STAPLE YOUR VOIDED CHECK or SAVINGS DEPOSIT SLIP**

If payment will be from a checking account, write VOID on the “pay to the order of” line of a blank check from the account from which your charges will be paid and staple it to this form. If payment will be from a savings account, please staple a savings deposit slip for that account, preprinted with your account number.

**STEP 3: SIGN THE FORM BELOW**

I/We hereby grant the authority to Grandin Properties to charge my/our account(s) in accordance with the terms set forth herein and in the “Explanation of the Pre-Authorized Payment Plan” I understand that this authority will remain in full force and effect until Grandin Properties receives written notification from me/us of my/our termination of this service in such time and in such manner as to afford Grandin Properties and my/our financial institution a reasonable opportunity to act on such notification, or by Grandin Properties if two (2) payments are refused or returned due to insufficient funds within a 12 month period.

	Resident #1	Resident #2	Resident #3
Signature:	_____	_____	_____
Date:	_____	_____	_____
Authorized Check Signer, if not tenant	_____	_____	_____

**STEP 4: RETURN THE COMPLETED FORM**

Completed forms received by the 15<sup>th</sup> will take effect the 1<sup>st</sup> of the following month. Submit this form with voided check to:

 Grandin Properties  
 Attn: Accounts Receivable  
 1308 Race St. #200  
 Cincinnati, OH 45202