



WilliamDouglas
PROPERTY MANAGEMENT CO.

Authorization Agreement for Automatic Draft

For Homeowner's Who Pay Monthly Association Dues

Funds for your HOA dues are drafted on the 10th of each month, excepting holidays and weekends. This date cannot be changed for individual homeowners. In the event the regular HOA dues change to a different amount, the amount drafted will automatically adjust to the new regular assessment amount.

By signing this form, you agree to give William Douglas permission to initiate drafts from your account on a monthly basis for your regular dues only, and that funds will be available at the time of drafting to cover the dues amount. If the draft comes back as Non-Sufficient funds by your financial institution, you agree to make up the payment by another payment method such as a check, money order, or electronically through www.wmdouglas.com, and will be assessed a \$20 NSF fee for the returned payment. The draft will continue until you submit a written request to terminate the draft. Cancellations must be received no later than 10 full days prior to the drafting date. **This agreement is non-negotiable and non-transferrable.**

For your form to be processed, you must attach a voided check to this form. Any forms unsigned or submitted without a voided check will be returned to the owner for resubmission.

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This form must be received by the corporate office no later than the 25th of a month, otherwise please pay the next month's dues by check. (e.g. If you want to be setup for the February 10th draft, we need the form and voided check by January 25th.) Back dues for the missed month will not be drafted. Automatic draft will only debit the current month's HOA dues and not any other assessments or balances owed on the account, such as a special assessment.

Month to start draft (Circle One): Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name of HOA _____

Name(s) _____

Property Address _____

Phone Number _____

Signature _____ Date: _____

Please mail your authorization with an original VOIDED CHECK to:

**William Douglas Management
Attention: ACH Department
PO Box 37109
Charlotte, NC 28237-7109**