



### **MONTHLY CONDOMINIUM FEE PAYMENT OPTIONS FOR UNIT OWNERS**

1. Automated Clearing House Debit (ACH) – You can have all your monthly fees paid automatically from your checking account. Simply complete the attached form and return it to us along with a voided check. Your bank account will be debited automatically, the first Tuesday of every month, for the amount of your condo fee and/or condo fee supplement.
2. Coupon Book – If you do not elect the ACH method of payment, you will receive a coupon book in the mail. If you currently pay your fee by personal check and wish to continue doing so, simply mail your payment check each month using the coupon and envelope provided. Your payment will be processed by the bank's lockbox system. Payments for each month are due by the first of that month.
3. Online Banking – You may use your bank's online or electronic banking service to pay your monthly condominium fees. If you choose this method, it is important that you instruct your bank to use the account number (Unit Number) located at the top of your coupon and to send the payment to the address on the coupon which is P.O. Box 844006, Boston, MA 02284-4006.

If you have any questions, please call Global Property Services, Accounts Receivable Department at (508)-252-4010.

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)**

If you wish to have your condominium fee and/or condo fee supplement automatically debited from your checking account, **please return this form and a voided check via fax 508-252-4510, email [Info@GlobalPropertyServices.com](mailto:Info@GlobalPropertyServices.com) or mail to the management office:**

Global Property Services  
55 Winthrop Street #1  
Rehoboth, MA 02769

Please note, the condominium fee will be debited from your checking account on the first Tuesday of each month.

I (we) hereby authorize (Condominium Name) \_\_\_\_\_, hereinafter called Global Property Services, to initiate debit entries to my (our) [  ] Checking Account/ [  ] Savings Account (select one) indicated below at the depository financial institution named below, hereafter called Rockland Trust, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository (Bank) Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

This authorization is to remain in full force and effect until Global Property Services has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Global property Services and Rockland Trust a reasonable opportunity to act on it. Notice must be received 10 days prior to the next withdrawal.

Name(s): \_\_\_\_\_ Unit # \_\_\_\_\_

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

**NOTE: DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**