

PLEASE NOTE:

We are now requiring that all ACH forms be returned with documentation/confirmation that the information (routing & account number) provided is correct; the easiest forms of confirmation are a voided check or a letter from your bank, however, we may also accept bank statements that show this information (feel free to block out any other personal information, such as transactions!). This is to help ensure that the information is correct and to prevent any potential errors/delays in your funds being withdrawn or credited. If you have any questions please contact our Bookkeeper, Ayja Saylor, at ayja@crowns-rentals.com or 253-537-2700. Thank you for your cooperation!

Tenants will need to contact the bookkeeper in writing (email or fax will suffice) at least 24 hours before the date of their next scheduled debit to make any necessary changes. This includes but is not limited to: postponing or canceling their debit for one month or permanently; paying more than the regular amount for one month to pay off a charge such as a pet deposit; or to alter the amount of your monthly payment due to a rent or sewer increase. ****WRITTEN AUTHORIZATION IS MANADATORY** We cannot make any changes to a form once it has been submitted without your written approval.**

We complete only one debit for a tenant each month and these debits are completed between the 1st and 4th of the month. We do not offer biweekly debits, early debits (ex: debiting your account on the 30th for rent due on the 1st), etc. Any debit authorizations received when we are closed; after 4:30pm on the requested date; and/or after a scheduled batch has gone out will be completed the following business day at 9am.

Crown Properties, Inc.
16204 Pacific Avenue South, Ste 9
P.O. Box 459
Spanaway, WA 98387
(253) 537-2700

Tenant Authorization to Debit Account for RENT

A. Tenant Information

Name

(Rental) Address

B. Banking Information

Bank Account Number

Name of Bank

Bank Routing Number

C. Authorization Statement

I authorize and hereby request Crown Properties, Inc. instruct my financial institution to debit my account for the payment of rent in the amount of \$_____ on the ____ through ____ days of each month beginning with the month of _____, 20____. I understand that if the requested funds are not available on the date requested, it will result in an NSF and an additional fee of \$75.00.

D. Move Out Procedures

When giving your notice to vacate, you must specify that your rent is paid each month by ACH, and must inform the bookkeeper directly of your intention to move out. Failure to provide notice or inform the bookkeeper that debits should be stopped may result in your account being debited for the following month's rent!

By signing this document, you are hereby agreeing that all information above is correct and acknowledge that, should the information you provided be incorrect, you will be held liable for any bank fees, NSF fees, etc. that we may incur due to the error and subsequent return.

Tenant Signature

Date: _____

Tenant Signature

Date: _____

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