



Kaled Management
7001 Brush Hollow Rd., Suite 200
Westbury, NY 11590
Ph: (516) 876 4800 |
Fax (516) 876 6812

Re: Automatic Payments of Monthly Rent / Maintenance/ Common Charge

Dear Resident:

Are you tired of writing the same checks over and over again each month? Well, Kaled Management says STOP IT! You don't ever have to write us another check for your monthly payments IF you sign up for the Direct Payment program.

Kaled Management has initiated a program called ACH Debit, enabling you to have your monthly charges paid directly from your bank account. ACH Debit has been in use by the global banking system for many years, does not involve the internet or credit cards, and is used for millions of dollars of transactions daily. By enrolling in this direct payment option program, you will stay away from mailing checks for your monthly rent. However, you will still need to ensure that there are sufficient funds in your account to cover the payment.

The Direct Payment Option program works as follows:

1. To enroll, you must sign and return to this office the attached authorization agreement along with an original, voided check from a checking account used to pay your monthly charges. We must have a sample voided check to obtain the routing number of your bank as well as your account number.
2. Each month, you will still receive a statement for your monthly charges, the same as presently done. If you have enrolled in the ACH Program it will be noted on the bill. On the **3rd business day** of each month, the full amount of the recurring monthly charges will automatically be deducted from the account you specified and credited to your account. If for some reason funds are not available on that day, your account will be charged back for the monthly charges, the same as if a check was returned.

Enrollment in the program, which is optional, ***will ensure payment of your monthly charges*** even if you are traveling or away for an extended period of time and will guarantee that no late fees will be assessed on your account as long as the funds are available. You may terminate this service at any time by written notification to our office.



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To sign up for this program, complete and sign the enclosed authorization form. Return the form to Kaled Management along with a VOIDED check drawn on the account you want us to use for your Direct Payments. The VOIDED check will give us all the information we need to set up your account.

If you choose to enroll in the program and return the fully completed materials, we will send you a confirmation letter to advise you of the beginning date of your monthly automatic debit. If you require any further information, please contact Judy Karchensky at (516) 876-4800.

Sincerely,

Paul Attinello
Chief Financial Officer



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AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH)

Date: _____ Tenant Name: _____

I hereby authorize Kaled Management Corp. to initiate debit entries to my checking account at the depository financial institution indicated on the attached voided check. This will be done on the 3rd business day of each month for the full amount of the recurring monthly rent. ***I understand that I will still receive a monthly statement and that any other one-time special payment or miscellaneous fees will also be automatically debited from my account.***

This authorization is to remain in full force and effect until Kaled Management Corp. has received written notification from me of its termination.

Name: _____

Date: _____

Signature: _____

Property Address: _____ Apartment No. _____

Tenant ID: _____ (as found on monthly statement)

Phone Number: _____

PLEASE ATTACH VOIDED SAMPLE CHECK HERE

Please return this form and voided check to: Kaled Management Corp.
7001 Brush Hollow Road
Westbury, NY 11590
ATT: ACH Program